

Registering for Classes with Schedule Builder Guide

Open up AccessPoint and click on the “My Classes” tile:

The screenshot shows the 'Student Home' dashboard. At the top, there is a navigation bar with 'Student Home' and a dropdown arrow. Below this, there are several tiles: 'accessPOINT News' (with a list of news items), 'Profile' (with a person icon), 'Tasks' (with a warning icon and '1 To Do's'), 'My Classes' (highlighted with a red box and a calendar icon), 'Degree Progress' (with a pie chart icon), 'Financial Account/Billing' (with a building icon), 'Academic Record' (with a graduation cap icon), 'Financial Aid' (with a person icon), 'Forms' (with a document icon), 'Search for Classes' (with a calendar icon), and 'Helpful Links' (with a list of links: 'What is accessPOINT?', 'Contacts', 'Help', and 'Change accessPOINT account password').

Click “Schedule Builder”, then click on “Open Schedule Builder”

The screenshot shows the 'My Classes' page. On the left, there is a sidebar with navigation options: 'View My Classes', 'My Weekly Schedule', 'Print My Schedule', 'Schedule Builder' (highlighted with a red box), 'Add/Drop Classes', 'Class Permissions', 'Reserved Seats', 'Registration Dates', 'My Final Exam Schedule', and 'My Book List'. The main content area is titled 'Schedule Builder' and contains a warning message: 'You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Builder.' Below this, there are instructions: '1. Open Schedule Builder to open the Schedule Builder in a pop-up window.', '2. Remember to "Validate" your cart', '3. Send to Shopping Cart', and '4. You can now Register directly in Schedule Builder'. A 'Shopping Cart' table is visible below the instructions, with a blue arrow pointing to the 'Register' button. The table has columns: Class #, Section, Subject, Course, Instructor, Day(s) & Location(s), and Fee(s). The table contains three rows of class information.

Select which term you are picking classes for

The screenshot shows the top navigation bar of the 'My Classes' page. It includes links for 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (7)', 'Help', and 'Sign out'.



University of Wisconsin
Stevens Point

Select Term

Term

- 2020 Spring
- 2020 Summer
- 2020 Fall

Save and Continue

Select which campus you would like to attend

- Certain classes are only available at certain locations, so they will appear depending on which campus(es) you pick. It is best to limit your search to the **Wausau Campus**.



University of Wisconsin
Stevens Point

Select Campus

- Select All Campuses
- Main Campus
- Marshfield Campus
- Wausau Campus

Save and Continue

Click on "Add Course" to start picking courses

The initial settings that you picked are here (like term, location of classes, campuses you would like to attend etc.)



University of Wisconsin
Stevens Point

Course Status	Open Classes Only	Change	Instruction Modes	All Instruction Modes Selected	Change
Locations	3 of 7 Selected	Change	Campuses	All Campuses Selected	Change
Sessions	All Sessions Selected	Change	Academic Careers	All Academic Careers Selected	Change
Term	2020 Fall	Change			

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses

+ Add Course

- Select All
- Health Science 301
Fundamentals of Biostatistics
- Health Science 320
Environment, Health, and Tech

Breaks

+ Add Break

Add times during the day you do not wish to take classes.

- 1: Pick your Subject and Course Number
- 2: Add the course
- 3: The courses you picked will appear on the side of the page
- 4: When you are done picking your courses, click "Back" to exit that page

The screenshot shows the 'Add Course' page. At the top, there are navigation links: Plan Schedule, Shopping Cart (2), Current Schedule (0), Help, and Sign out. The main heading is 'Add Course'. Below it, there are two tabs: 'By Subject' and 'Search By Section Attribute'. Under 'By Subject', there are two dropdown menus: 'Subject' (set to 'HS - Health Science') and 'Course' (set to '320 Environment, Health, and Tech'). A red box highlights these two dropdowns with a circled '1'. Below the dropdowns is a preview card for 'Health Science 320 - Environment, Health, and Tech' with a description. At the bottom left is a 'Back' button with a circled '4', and at the bottom right is an '+ Add Course' button with a circled '2'. To the right of the 'Add Course' section is a 'Desired Courses' and 'Shopping Cart' section. It contains two course entries: 'Health Science 301 Fundamentals of Biostatistics' and 'Health Science 320 Environment, Health, and Tech'. A red box highlights this section with a circled '3' and the text 'The courses that you "Add Course" will appear here'. A circled '3' is also placed below the course list.

➤ The "Courses" section shows you which courses you have selected to see if they will fit into a schedule. You are not registering for courses at this point.

Once you have added your desired courses, you will then click the "Back" button (#4 in red).

The screenshot shows the 'Courses' and 'Shopping Cart' sections. The 'Courses' section has a '+ Add Course' button and a list of selected courses: 'Food and Nutrition 151 Contemporary Nutrition', 'Health Science 301 Fundamentals of Biostatistics', 'Health Science 320 Environment, Health, and Tech', and 'Human Development 265 Human Growth and Development'. The 'Shopping Cart' section has a '+ Add Break' button and a table with the following data:

Class #	Section	Subject	Course	Instructor	Day(s) & Location(s)
81469	01	Health Science	301	Daniel McCarty	Collins Classrm Ctr (CCC) 114
81470	01	Health Science	320	Rebecca Sommer	Online

Below the 'Shopping Cart' is the 'Schedules' section. It has 'Advanced Options' and 'View Schedules' buttons. A 'Generate Schedules' button is circled in red. Below it is a 'Shuffle' button and a message 'Generated 2 Schedules'. There is a 'Compare' button and a message 'Select at least two schedules to compare side by side'. Below that are two schedule entries, each with a 'View' button circled in red.

Click "Generate Schedules" to create your options of schedules

View: allows you to look at a large, detailed version of that schedule

What the page will look like if you click "View"

- Note: The classes that are online will not show up in the schedule (like Health Science 301 and Health Science 320)

Plan Schedule Shopping Cart (2) Current Schedule (0) Help Sign out

Back Print Validate Send to Shopping Cart Shuffle Schedule 2 of 2

You are viewing a potential schedule only and you must still register. Visit [The University Store](#) for textbook information.

Status	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
Not Enrolled	81755	02	Food and Nutrition	151	40	MW 12:00pm - 1:50pm - Professional Studies (CPS) 116	Main Campus	2
Not Enrolled	81689	01	Human Development	265	278	TTh 2:00pm - 3:15pm - Collins Classrm Ctr (CCC) 101	Main Campus	3
Not Enrolled	81469	01	Health Science	301	30	Collins Classrm Ctr (CCC) 114	Main Campus	3
Not Enrolled	81470	01	Health Science	320	45	Online	Main Campus	3
								11

Week 9 (10/26/2020 - 11/02/2020)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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Food and Nutrition 151

Human Development 265

Health Science 301

Health Science 320

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm	Food and Nutrition-151 Professional Studies (CPS) 116 Jayne Steinmetz		Food and Nutrition-151 Professional Studies (CPS) 116 Jayne Steinmetz		
12:15					
12:30					
12:45					
1pm					
2pm		Human Development 265 Collins Classrm Ctr (CCC) 101		Human Development 265 Collins Classrm Ctr (CCC) 101	
2:15					
2:30					
2:45					
3pm					
3:15					

When you have picked your preferred schedule, open the “View” page.

1: Click “Validate” to make sure that you are eligible to take those courses.

2: Then, click “Send to Shopping Cart”, which will move your classes to the shopping cart.

The screenshot shows a course planning interface. At the top, there are tabs for "Plan Schedule", "Shopping Cart (2)", and "Current Schedule (0)". Below the tabs are navigation buttons: "Back", "Print", "Validate" (circled in red with a '1'), "Send to Shopping Cart" (circled in red with a '2'), and "Shuffle". A yellow banner below the buttons reads: "You are viewing a potential schedule only and you must still register. Visit [The University Store](#) for textbook information." Below the banner is a table of courses:

Status	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
Not Enrolled	81755	02	Food and Nutrition	151	40	MW 12:00pm - 1:50pm - Professional Studies (CPS) 116	Main Campus	2
Not Enrolled	81689	01	Human Development	265	278	TTh 2:00pm - 3:15pm - Collins Classrm Ctr (CCC) 101	Main Campus	3
Not Enrolled	81469	01	Health Science	301	30	Collins Classrm Ctr (CCC) 114	Main Campus	3
Not Enrolled	81470	01	Health Science	320	45	Online	Main Campus	3
								11

Below the table is a weekly schedule grid for "Week 9 (10/26/2020 - 11/02/2020)". The grid shows the days of the week (Monday to Friday) and the courses scheduled for each day. The courses are: Food and Nutrition 151, Human Development 265, Health Science 301, and Health Science 320.

➤ If you validate your courses and get a pop up saying you cannot register for the course(s), please contact your advisor.

The screenshot shows the same course planning interface as above, but with a validation error message displayed. The "Validate" button is now highlighted. The error message is titled "Validate Results" and contains the following text:

You may not be able to register for the following courses:

- Health Science-301, 01, Daniel McCarty
 - The class falls outside of the career of study. Additional tuition charges may occur. Students must get permission from their advisor to take courses outside their career of study.
- Health Science-320, 01, Rebecca Sommer
 - The class falls outside of the career of study. Additional tuition charges may occur. Students must get permission from their advisor to take courses outside their career of study.

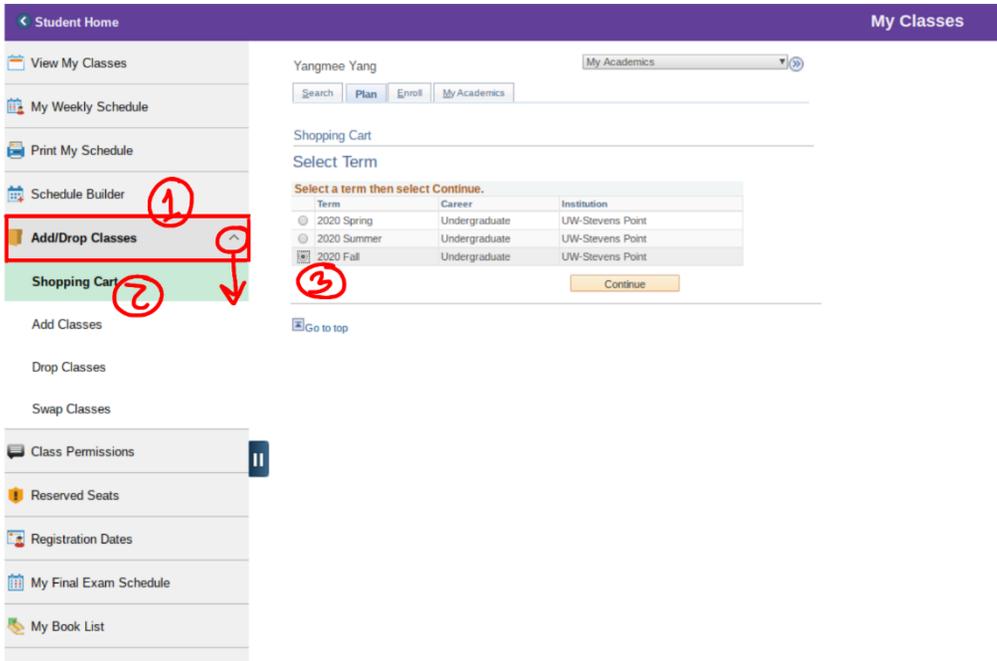
The message also includes an "OK" button at the bottom.

To enroll in your courses, go back to accesSPoint and click on the “My Classes” tile to Enroll in your courses.

1: Click “Add/Drop Classes”, which will drop down a menu.

2: Click “Shopping Cart”.

3: Select which term you are enrolling for then click Continue.



Select which courses you would like to enroll in by checking the corresponding boxes.

➤ If there are any issues, it will not let you enroll in the course, and you will have to let your advisor know.

Click enroll.

