Registration Instructions

You may reference the Schedule of Classes www.uwm.edu/schedule for detailed information about important dates, deadlines, tuition information, as well as course offerings

Activate Account Tutorial: https://www4.uwm.edu/paws/training/tutorials/Account_Activation_041107_Final.swf

TO ADD A CLASS:

1. Go to PAWS https://paws.uwm.edu
2. Enter the following information:
   - ePantherID (the first portion of your UWM email address)
   - Password (If you forgot, click on “Forgot Your ePantherID or Password?” or call 414-229-4040)
3. Click on the “Sign In” button
4. Click on “Enroll” link
5. Select appropriate term (i.e. Fall, Spring, Summer, UWinteriM)
6. Click on the “Search” link under “Find Classes”
7. Go to “Course Subject” and choose the area of study
8. Type in the course number under “Course Number” be sure the search criterion is set at “is exactly”
9. Click on “Search” at the bottom of the screen
10. Click on “VIEW ALL” in the grey bar at the top of the class listing
11. Click on “Select Class” for the LECTURE you wish to add. If applicable, choose a discussion from the next screen
12. Click on “Next” button
13. Click on “Next” and select classes to add from your “shopping cart”
14. Check the box that corresponds with the course(s) in which you wish to enroll
15. Click on “Enroll”
16. Click on “Finish Enrolling”
17. Class is added if you see a green check mark in the status box. If an error occurs a red “X” will appear

TO DROP A CLASS:

1. Select “Enroll”
2. Select the “Drop” tab
3. Check the box that corresponds with the classes you want to drop
4. Click on “Drop Selected Classes”
5. Click on “Finish Dropping”
6. Class is dropped

TO SWAP A CLASS:

1. Select “Enroll”
2. Select the “Swap” tab
3. If term is not correct, click “Change Term”
4. Select the class you don’t want from your schedule under “Swap This Class”
5. Under “With This Class”. Click search
6. Go to “Course Subject” and choose the area of study
7. Type in the course number under “Course Number” be sure the search criteria are set at “is exactly”
8. Click on “Search” at the bottom of the screen
9. Click “Next”
10. Click on “Finish Swapping”
11. Classes are swapped
Navigating the Online Schedule of Classes

1. Go to [www.uwm.edu/schedule](http://www.uwm.edu/schedule)
2. Choose the appropriate term (i.e. Fall/Spring)
3. Use the Business Administration or Business Management links
4. OR Click on Advanced Search which appears in the upper right of the screen
5. Scroll down and search by class meeting date/time or by professor