New Student Enrollment Checklist

Activate ePanther ID
- What you will need: Admission to UWM, Internet access, birthdate, and Campus ID or Social Security Number.
- Go to https://www-ssl.uwm.edu/uiits/ePanther/aa/ and follow the online instructions.
- Questions or Help: Contact the UWM Help Desk at gettechhelp.uwm.edu or 414-229-4040.

Log in to PAWS
- What you will need: Internet access, ePanther ID, and ePanther password.
- Go to paws.uwm.edu.
- Enter your ePanther ID and ePanther password into the login page, and click Sign-In button.
- The page that appears immediately after you login to PAWS is called your Student Center.
- Questions or Help: Contact the UWM Help Desk at gettechhelp.uwm.edu or 414-229-4040.

Review Enrollment Holds
- Holds prevent enrollment in classes and are typically financial-related.
- View your holds in the upper-righthand corner of your PAWS Student Center in a section called “Holds.”
- Click on the “details” link in the Holds section to view information regarding your holds.
- Your holds will appear in an Item List – click on the particular hold item link to view details.
The hold item details will provide specific information on the hold, including how to clear the hold.

**Clear Enrollment Holds**

- **Must Complete Credit Agreement**: When you are initially admitted to UWM, you are required to accept the credit agreement on PAWS prior to enrolling. You are only required to accept the agreement once, unless the terms of the agreement change, which does not happen frequently.
  - To accept the credit agreement, go the Finances section of your PAWS Student Center.
  - Click on the Credit Agreement link.
• Follow the onscreen instructions. You will be initially asked to consent to providing an electronic signature. Click the “I consent to Electronic Signature” box and click the Submit button.

• A printer-friendly version of the credit agreement will automatically appear in a new window. Return to the original web browser window to complete the agreement.

• Enter a telephone number and marital status. Check the “I Agree” box and click the Submit button.

• You will receive a message indicating that the Credit Agreement has been processed.

• Immediately upon accepting the Credit Agreement, your enrollment hold related to the agreement will be cleared.

• Questions or Help: Contact the Bursar’s Office at bursar@uwm.edu or 414-229-4914.

• **Minimum Payment Required**: If you are initially enrolling in classes within roughly 30 days of the start of classes in the fall or spring terms, students are required to make a minimum payment of $200 prior to initially enrolling.

• Information on exemptions from the $200 minimum payment hold can be found at [http://www4.uwm.edu/bfs/depts/bursar/cancellation-registration.cfm](http://www4.uwm.edu/bfs/depts/bursar/cancellation-registration.cfm).

• All other students are required to make the $200 payment in order to clear the hold.

• Questions or Help: Contact the Bursar’s Office at bursar@uwm.edu or 414-229-4914.
Search for Classes

• Once all holds are cleared, you are able to enroll in classes directly from your PAWS Student Center.

• In the Academics sections, click on the Enroll link.

• If there are multiple semesters active, you will be prompted to select a semester. Otherwise, you will be brought to the Add Classes to Shopping Cart page. Classes are added to the enrollment shopping cart as the first step of enrollment.

• There are two primary ways to add classes to your enrollment shopping cart – enter the 5-digit class number OR search the Schedule of Classes.

• If you know the 5-digit class number, enter that number into entry box and click the Enter button.
If you do not know the 5-digit class number, with the Class Search radio button selected, click the Search button.

On the search page that appears, select a Subject from the drop-down (e.g., Administrative Leadership, Biological Sciences, History, etc.), enter a Catalog Number (3-digit course number, e.g., 152, 201, 593, 647, etc.), and un-check the Show Only Open Classes checkbox.

The search will bring back all matching results. If no results appear, verify you have the correct Subject and Course Number.

In the results that appear, verify the information associated with the class to find the correct class section. Click the blue section link for more information on the class section.

Once you have found the correct class section, click on the Select Class button.
**Enroll in Classes**

- At this point, whether you entered the 5-digit class number or searched for the class and selected it, you will be at the same place, which is the Class Details page. Please review this information carefully.

![Class Details Page]

- Once you have verified the Class Detail information, click the Next button to add the class to your enrollment shopping cart. You will be automatically returned to the Add Classes to Shopping Cart page where the class you just selected will appear in your shopping cart.

![Add Classes to Shopping Cart]

- At this point, you can add more classes to your enrollment shopping cart using the steps above or move forward with completing your enrollment in the classes that are already in your shopping cart.
• To complete your enrollment in classes in your shopping cart, click on the checkbox in the Select column of the shopping cart and click the Enroll button. You can process one or multiple enrollments in the same transaction.

• You will be taken to the Confirm Classes page. Please review the information on the page and click the Finish Enrolling button to complete the transaction.

• Results will appear to indicate if you were successfully enrolled in the class.

  If you receive a green success checkmark, you are successfully enrolled in the class. The class will now appear on your class schedule for the semester.

  If you receive a red X error, please note the message that appears along with the error status. Contact your off-campus program to discuss the error and what you need to do to enroll successfully.

• Questions or Help with the PAWS enrollment process:
  Contact the UWM Help Desk at gettechhelp.uwm.edu or 414-229-4040.