

How to Add a Class

1. Go to Class Search from your PAWS homepage



2. Search for the course you would like to add. In this example, we are using BUS ADM 200. Make sure you include the correct term, Undergraduate, Milwaukee Campus, the subject, and course number. You also must DESELECT the "Show Open Classes Only" checkbox to see waitlisted sections in your class search. Click Search.

The 'Search for Classes' form is shown with the following criteria:

- Institution: University Wisconsin-Milwaukee
- Term: Fall 2019
- Class Search section:
 - Course Career: Undergraduate
 - Campus: Milwaukee Campus
 - Subject: Business Administration
 - Course Number: contains 200
 - ☒ Show Open Classes Only (highlighted with a red arrow)
 - Class Nbr: (empty)
 - Course Keyword: (empty)

3. In the search results, select your preferred section by clicking the "Select" box.

The search results show '1 class section(s) found' for 'BUS ADM 200 - Business and Society'. The results are displayed in a table with the following columns: Class, Section, Days & Times, Room, Instructor, Meeting Dates, Status, and a 'Select' button.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Select
21423	207-LEC Regular	TBA	ONLINE WEB	Lawrence Kahn	09/03/2019 - 12/12/2019	●	Select (highlighted with a red arrow)

Below the table are two buttons: 'New Search' and 'Modify Search'.

4. Next, you will see the Enrollment Preferences page. The class is open, so all you need to do is click the “Next” button.

Class Preferences

BUS ADM 200-207
Lecture
● Open

Permission Nbr

Session Regular Academic Session

Grading Graded


Career Undergraduate

Units 3.00

Enrollment Information

- Prereq Enforcement: Sophomore or above; Graduate standing; or Special Student (incl University and, School/College Specials, post-baccalaureate, certificate, 2nd degree).
- Distance Learning
- Consent required to audit
- Undergraduate-Basic
- C/NC Prohibited
- Differential Tuition Fee - go to uwm.edu/coursefee
- Distance Ed/Online Fee - go to uwm.edu/coursefee
- Undergraduate Only
- Off-Campus Courses-Lubar School of Business
- Courses taught fully on the Web

Cancel

Next 

Section	Component	Days & Times	Room	Instructor	Start/End Date
207	Lecture		ONLINE WEB	Lawrence Kahn	09/03/2019 - 12/12/2019

5. Now the course is in your shopping cart. You can access your shopping cart from the PAWS homepage.






Morgan's Student Center


Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Schedule Planner](#)

Deadlines
URL

This Week's Schedule

	Class	Schedule
	BUS ADM 331-001 LEC (18671)	TuTh 9:30AM - 10:45AM Lubar Hall S341
	BUS ADM 391-001 LEC (18548)	MoWe 11:00AM - 12:15PM Lubar Hall N146
	BUS ADM 461-001 LEC (18598)	MoWe 9:30AM - 10:45AM Lubar Hall S191
	BUS ADM 462-001 LEC (21457)	MoWe 2:00PM - 3:15PM Lubar Hall N126
	HONORS 685-002 IND (27743)	Room TBA

[Weekly Schedule ▶](#)

[Enrollment Shopping Cart ▶](#)

6. From your shopping cart, you will complete the enrollment process as usual. Select the course using the checkbox and then click “Enroll”.

● Open ■ Closed ▲ Wait List

Add to Cart

Enter Class Nbr

Find Classes
☒ Class Search
☐ My Planner

[Schedule Planner](#)

Fall 2019 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BUS ADM 200-207 (21423)		ONLINE WEB	L. Kahn	3.00	●

for selected

7. You will be shown a confirmation page. Click “Finish Enrolling”.

[Shopping Cart](#) 1 2 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

By registering I agree to accept financial responsibility for all tuition and fees that apply to my enrollment. Finance charges at the rate of 1% per month will be assessed on any past-due obligations.

Fall 2019 | Undergraduate | University Wisconsin-Milwaukee

● Open ■ Closed ▲ Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
BUS ADM 200-207 (21423)	Business and Society (Lecture)		ONLINE WEB	L. Kahn	3.00	●

8. Success! If you have followed the steps correctly, you will see the success message below which indicates your enrollment. The status will appear as a green check mark. If the status is a red “x” *please read the explanation to the left of the “x”*, check the requirements for the class, and then contact your advisor if you have further questions.