

How To: Add Yourself to a Waitlist

Note:

If adding a class through PAWS is not possible or requires permission granted outside of the PAWS system, you may add a class via the [Registration Change Form](#).

1. Go to the [Student Center](#) in PAWS. Verify that there no enrollment holds exist on your account. Click on the

The screenshot shows the 'Student Center' interface in PAWS. The top navigation bar is yellow and labeled 'Student Center'. Below it, the user's name is partially visible as 's Student Center'. The main content area is divided into several sections. On the left, under the 'Academics' header, there are links for 'Search', 'Plan', 'Enroll' (highlighted with a red box), and 'My Academics'. A message box states 'You are not enrolled in classes.' with an information icon. To the right of this message is a 'SEARCH FOR CLASSES' button. Below the 'Academics' section is the 'Finances' section, which includes links for 'My Account' (Account Inquiry, View Billing Statement, Credit Agreement) and 'Financial Aid' (View Financial Aid, Accept/Decline Awards). A message box in the center shows the 'Account Summary' with details about owed amounts and a past due balance. On the right side, there are three sections: 'Holds' (showing 'Bursar's Office' and 'Currency used is US Dollar.' with a 'details' link), 'To Do List' (showing 'No To Do's.'), and 'Enrollment Dates' (showing 'Enrollment Appointment' information and the URL 'enrollappointment.uwm.edu').

[Enroll](#) link to start signing up for courses.

More information on holds can be obtained by clicking the [details](#) link. Some holds may require you to resolve a financial issue or meet with an academic advisor prior to enrolling in courses.

If the [Enroll](#) link does not appear, you may be attempting to register outside of an assigned enrollment period. Check enrollappointment.uwm.edu for more information. If you've previously attended UWM but have not recently attended, you may need to complete a [reentry application](#) prior to enrolling.

2. If there are multiple terms active, you will be prompted to select a term (semester). Otherwise, you will be brought directly to [Add Classes to Shopping Cart](#) for the active term. Classes are added to the enrollment

The screenshot displays the PAWS (Panther Access to Web Services) interface. At the top, the PAWS logo is visible alongside the text "Panther Access to Web Services". Below this, a navigation bar includes links for "Favorites", "Main Menu", "Self Service", "Academic Planning", and "Enrollment Shopping Cart". A search bar with a "go to ..." button is located on the right. Below the navigation bar, there are four main tabs: "Search", "Plan", "Enroll", and "My Academics". Under the "Search" tab, there are buttons for "my class schedule", "add", "drop", "swap", "edit", and "term information". The "Shopping Cart" section is highlighted, and the page title is "Add Classes to Shopping Cart". A message states: "Use the Shopping Cart to temporarily save classes until it is time to enroll for this term." Below this, the current term is "Spring 2014 | Undergraduate | University Wisconsin-Milwaukee". A legend indicates "Open" (green circle), "Closed" (red square), and "Wait List" (yellow triangle). On the left, there are two sections: "Add to Cart:" with an "Enter Class Nbr" input field and an "enter" button, and "Find Classes" with radio buttons for "Class Search" (selected) and "My Planner", and a "search" button. On the right, the "Spring 2014 Shopping Cart" section shows a message: "Your enrollment shopping cart is empty."

shopping cart as the first step of enrollment.

There are two primary ways to add classes to your enrollment shopping cart: enter the five digit "Class Nbr" OR utilize the PAWS Class Search function.

If you know the five-digit class number, enter that number into the entry box and click the **enter** button.

If you do NOT know the five-digit class number, with the Class Search radio button selected, click the **search** button.

3. If you are utilizing the [Search](#) function, select a Subject (or academic department) from the drop-down menu

Enter Search Criteria

Search for Classes
University Wisconsin-Milwaukee | Spring 2014
Select at least 2 search criteria. Click Search to view your search results.

▼ Class Search

Course Subject

Course Number

☒ Show Open Classes Only

Course Career

Class Nbr

Course Keyword

▼ Additional Search Criteria

Course Attribute

Course Attribute Value

Requirement Designation

▼ Additional Search Criteria

Days of Week

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Meeting Start Time

Meeting End Time

Location

Mode of Instruction

Instructor Last Name

► Additional Search Criteria

[Return to Shopping Cart](#)

CLEAR

SEARCH

and enter a three-digit catalog number, such as “English” and “101.”

If you only want to see sections that have seats available, leave the **Show Open Classes Only** checkbox selected. If you want to see all sections, un-check the **Show Open Classes Only** checkbox.

4. Class sections that meet the search criteria will appear.

University Wisconsin-Milwaukee | Spring 2014

[My Class Schedule](#)
You are not registered for classes in this term.

[Shopping Cart](#)
Your shopping cart is empty.

One

age 3 of 8

If more than three sections meet your search criteria, you will need to advance through the results using the arrows on the gray navigation bar or click the **View All Sections** option. Click on the **select class** button for further information on a class section or to progress towards enrolling in that section.

Using a five-digit class number on the [Add Classes to Shopping Cart](#) screen (in step 2 above) will bypass this step and take you directly to the [Enrollment Preferences](#) screen (in step 5 below).

5. Using either the five-digit class number or selecting a class through search criteria, you will arrive at the

Shopping Cart

123

1. Select classes to add - Enrollment Preferences

Spring 2014 | Undergraduate | University Wisconsin-Milwaukee

BUS ADM 496 - International Business

Class Preferences

BUS ADM 496-004 Lecture Open
Session Regular Academic Session
Career Undergraduate
Enrollment Information

- Prereq Enforcement: Junior standing or greater & Admission to Business Administration major; & Bus Adm 330(P), 350(P), 360(P); or Graduate standing; or Special Students.
- International Studies, Additional Courses
- Global Studies - Global Communications
- International Studies Major, Crosslisted Courses
- Consent required to audit
- Undergraduate-Advanced
- C/NC Prohibited
- Course/section requires additional fee(s)
- Undergraduate Only

Grading	Graded
Units	3.00

CANCEL

PREVIOUS

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
004	Lecture	We 5:30PM - 8:10PM	BOL B60		01/21/2014 - 05/08/2014

NOTES

Class Notes Additional Tuition \$63.66.

Enrollment Preferences page.

Please review the information on this page carefully, as it includes information related to enrollment permission and eligibility. Both the **Enrollment Information** section and the **NOTES** box may contain information about course prerequisites and/or additional course fees.

Once you have verified the class detail information, click the Next button to add the class to your enrollment shopping cart.

6. If there are any related components associated with the class — discussion or lab sections, for example — you will be prompted to select one before the class is added to your shopping cart. (In the example below, the

SearchPlanEnrollMy Academics

my class schedule || add || drop || swap || edit || term information

Shopping Cart

123

1. Select classes to add - Related Class Sections

Spring 2014 | Undergraduate | University Wisconsin-Milwaukee

BUS ADM 201 - Intro to Financial Accounting

Lecture selected: Section 402
MoWe 2:00PM - 3:15PM LUB N140

Open

Closed

Wait List

Select Discussion section (Required):						
	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	12850	608	Fr 9:00AM - 9:50AM	LUB S191	C. Diermeyer	<div></div>
<input type="radio"/>	12851	609	Fr 9:00AM - 9:50AM	LUB S195	M. Harvey	<div></div>
<input type="radio"/>	12852	610	Fr 10:00AM - 10:50AM	LUB S191	C. Diermeyer	<div></div>
<input type="radio"/>	12853	611	Fr 10:00AM - 10:50AM	LUB S195	M. Harvey	<div></div>
<input type="radio"/>	12854	612	Fr 11:00AM - 11:50AM	LUB S191	C. Diermeyer	<div></div>

View All Sections | First 1-5 of 8 Last

CANCELNEXT

student is required to add a discussion section in addition to a lecture section for her Accounting class.)

7. If you wish to add additional classes, repeat the steps above. Otherwise, check the box in the **Select** column of your enrollment shopping cart, then click the **enroll** button.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
		edit	term information

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.

Spring 2014 | Undergraduate | University Wisconsin-Milwaukee

change term



Open



Closed



Wait List

Add to Cart:

Enter Class Nbr

enter

Find Classes

☒ Class Search

☐ My Planner

search

Spring 2014 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BUS ADM 444-001 (12933)	We 5:30PM - 8:10PM	LUB N116	K. Ehrhardt	3.00	
<input type="checkbox"/>	BUS ADM 496-004 (13359)	We 5:30PM - 8:10PM	BOL B60	E. Wentz	3.00	

for selected:

delete

enroll

8. On the [Confirm Classes](#) page, review both the course information and the statement regarding financial responsibility related to enrollment.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
		edit	term information

Shopping Cart

1 2 3


2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click 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.

Spring 2014 | Undergraduate | University Wisconsin-Milwaukee

 Open	 Closed	 Wait List
--	--	--

Class	Description	Days/Times	Room	Instructor	Units	Status
BUS ADM 496-004 (13359)	International Business (Lecture)	We 5:30PM - 8:10PM	BOL B60	E. Wentz	3.00	

CANCEL

PREVIOUS

FINISH ENROLLING

Click the **Finish Enrolling** button to complete the transaction.

9. If your enrollment request was successful, you will see a green check mark (success) under the Status column. If your request was unsuccessful, you will see a red X (errors) and an error message will be displayed.
10. Click the **Add Another Class** button to continue adding or dropping classes.
11. When you have finished entering classes or making changes, you can review your schedule by clicking the My Schedule link at the bottom of the page.