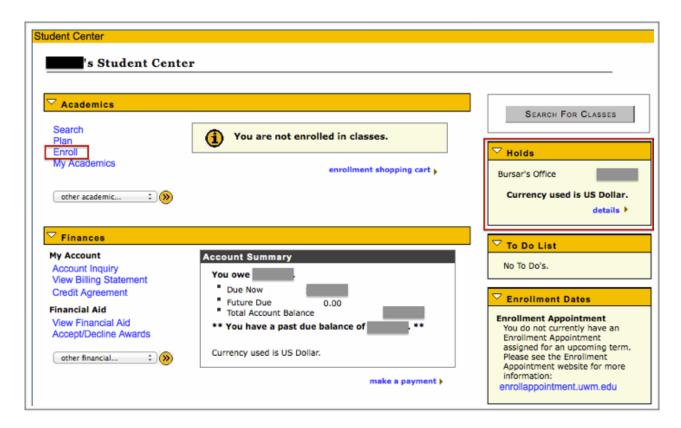
How To: Add Yourself to a Waitlist

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 <u>Registration Change Form</u>.

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

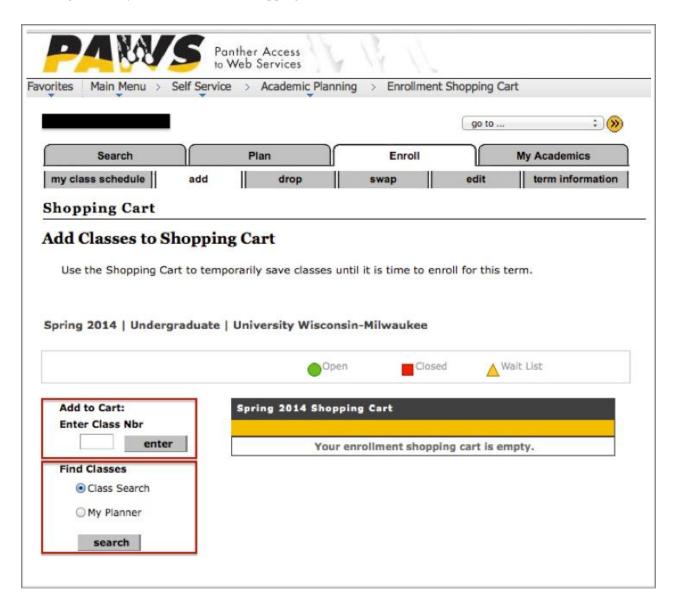


Enroll link to start signing up for courses.

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 <u>enrollappointment.uwm.edu</u> for more information. If you've previously attended UWM but have not recently attended, you may need to complete a <u>reentry application</u> 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



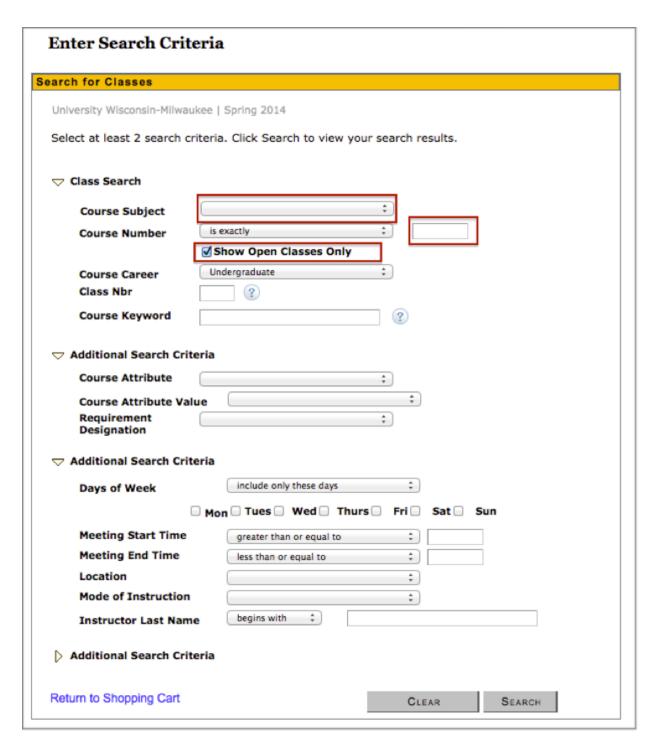
shopping cart as the first step of enrollment.

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.

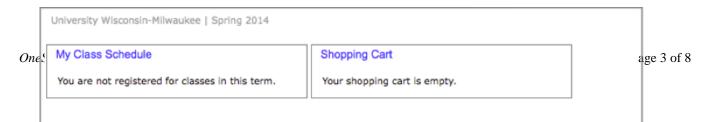
3. If you are utilizing the Search function, select a Subject (or academic department) from the drop-down menu



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.

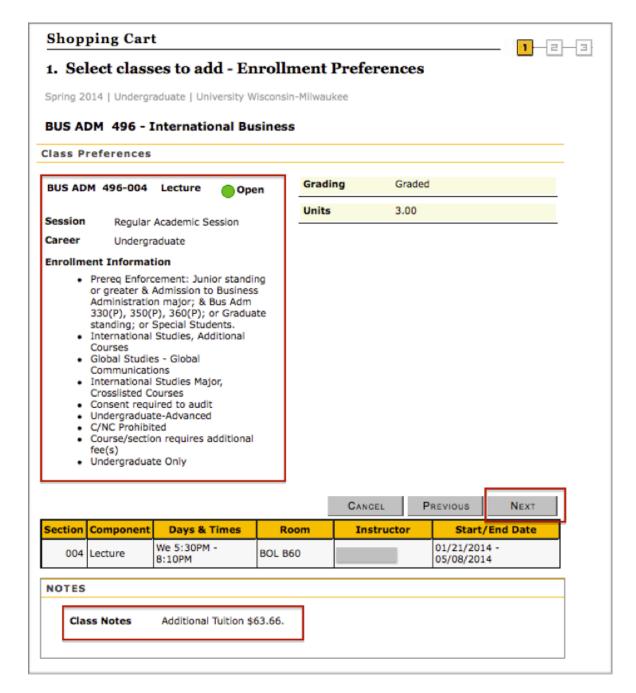
4. Class sections that meet the search criteria will appear.



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

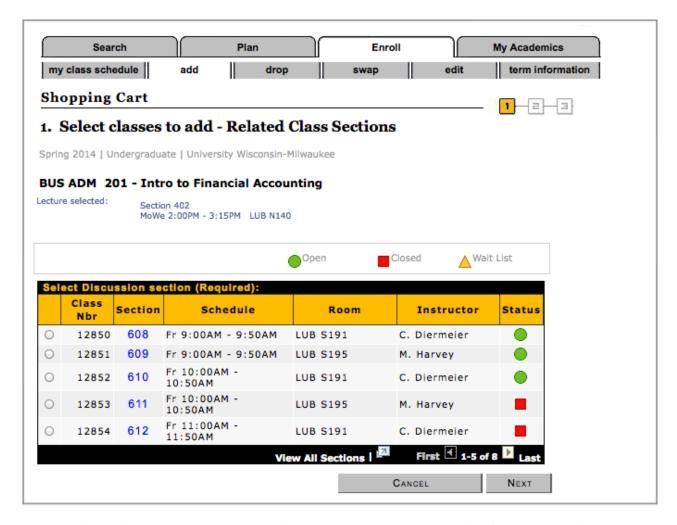


Enrollment Preferences page.

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



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.



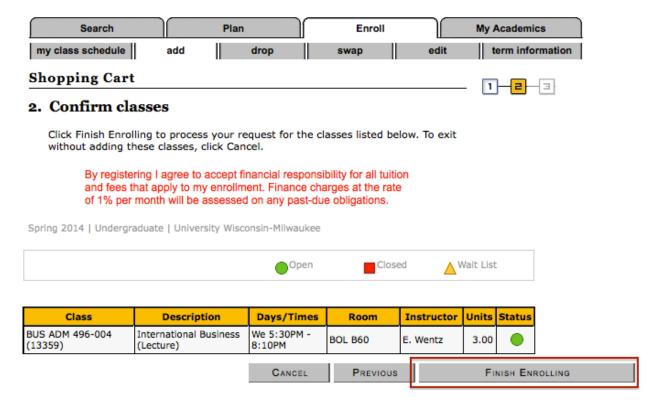
Shopping Cart

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 ▲ Wait List Open Closed Add to Cart: Spring 2014 Shopping Cart **Enter Class Nbr** Select Class Units Status Days/Times Room Instructor enter BUS ADM We 5:30PM -444-001 **LUB N116** K. Ehrhardt 3.00 8:10PM **Find Classes** (12933) Class Search **BUS ADM** We 5:30PM -496-004 BOL B60 E. Wentz 3.00 My Planner 8:10PM (13359)search for selected: delete enroll

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



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 se 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.