

REGISTRATION INSTRUCTIONS

Any questions about how to add a class, drop a class, swap a class or edit a class, please review PAWS resources. Go to your paws account, and then click student at the top of the page and you will see PAWS resources.

You may reference the **Schedule of Classes** <https://catalog.uwm.edu/course-search/> for detailed information about important dates, deadlines, tuition information, as well as course offerings.

Activate Account Tutorial: <https://www-ssl.uwm.edu/uits/ePanther/aa/>
One Stop - Adding, Dropping and Changing classes Link: <https://uwm.edu/onestop/enrolling/adding-dropping-changing-classes/>

Short Instructions:

How to Enroll: Directions

Log into Paws:

Check your enrollment date & time **(You will have an enrollment date & time during your next registration in November)**

On the left side click: Shopping Cart/Enroll

Select **Fall 2020** in the drop down box

Course Career: **(Undergraduate)**

Campus: **(Milwaukee Campus)**

Course subject: drop down box for classes **(No CGS Courses)**

Course Number: **(contains)**

Class Nbr: **(Leave Blank)**

Course Keyword: **(Leave Blank)**

Under course subject to the right (put the course number in the box)

Click (View all) sections (at the top of the class selections in the grey)

On the right click select a class

Click Next

Click Enroll (You can only enroll during your enrollment period)

Click Finish Enrolling (Check your schedule to make sure that you have the class)

Note: CGS College of General Studies courses are not on the UWM campus!

TO DROP A CLASS: (from your Student Center page in PAWS)

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

Long Instructions:

TO ADD A CLASS:

1. Go to PAWS <https://paws.uwm.edu>

2. Enter in the following information:

- ePanther ID: (the first portion of your UWM email address)
- Password (If you forgot, click on "Forgot Your ePanther ID 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, Summer, Spring, UWinteriM) and click "Continue"

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: (from your Student Center page in PAWS)

1. Select "Enroll"

2. Select the "Drop" tab

3. Check the box that corresponds with the class you want to drop

4. Click on "Drop Selected Classes"

5. Click on "Finish Dropping"

6. Class is dropped

TO SWAP A CLASS: (from your Student Center page in PAWS)

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