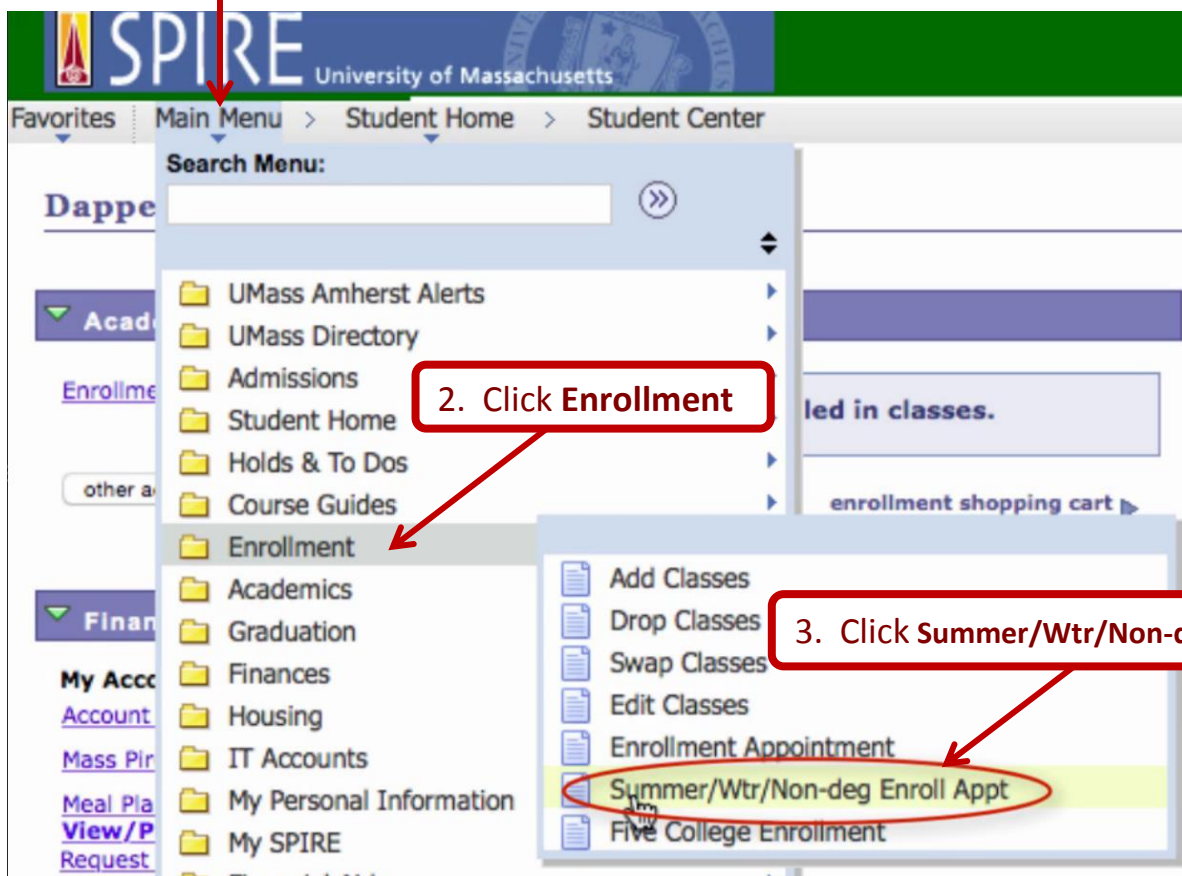


# HOW TO ENROLL IN SUMMER/WINTER ONLINE COURSES THROUGH SPIRE

Before SPIRE will let you enroll in summer or winter classes, you must make a CPE enrollment appointment. To do this, log into SPIRE and follow these steps:

1. Click **Main Menu**



Read ALL of the information on the CPE enrollment appointment page, then click the green button labeled **REQUEST CPE ENROLLMENT APPOINTMENT**

**Enrollment Appointments for CPE Classes - Summer, Winter & Non-Degree**

Use this page to obtain an enrollment appointment for CPE classes.

- All Summer and Winter classes for Undergrad and Grad students.
- Classes for all terms for active Non-Degree students.

You need an appointment before you can self-

4. Click REQUEST CPE ENROLLMENT APPOINTMENT

- Select Term below.
- Read and check the statement of understanding.
- Click "Request a CPE Enrollment Appointment" button.
- All students may request a CPE enrollment appointment for **Summer 2015** beginning 03/09/2015.
- Non-degree students may request a CPE enrollment appointment for **Fall 2015** beginning 07/08/2015.

\*Term

I understand that charges for CPE classes are not included in my tuition. By clicking "Request CPE Enrollment Appointment", I accept responsibility for payment of classes once my registration has been completed. I also have read and accept the [CPE refund policy](#).

**Class fee information** can be found in the Restrictions & Notes section of class descriptions in SPIRE. Visit the [CPE class fees](#) page for more information.

REQUEST CPE ENROLLMENT APPOINTMENT

Active Enrollment Appointments			
Term	Session	Appointment Begins	Appointment Ends
Spring 2015	University	November 17, 2014 2:30PM	February 3, 2015 11:59PM

You may begin enrolling in CPE classes in SPIRE on the date/time that your enrollment appointment begins.

More details about CPE enrollment appointments:

- Students enrolling in **non-credit** classes must submit a [registration form](#) to the CPE Registration Office.
- CPE enrollment appointments for Fall/Spring are automatically assigned to undergraduate students in [CPE-administered degree programs](#), and all matriculated **graduate** students.

Now, when you go back to add classes, you can click on the CPE term and sign up for online classes the same way you enroll in regular university classes.

[class schedule](#)   [class search](#)   [add](#)   [drop](#)   [swap](#)   [edit](#)

**Shopping Cart**

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Spring 2013	Undergraduate	U. of Massachusetts Amherst
<input type="radio"/> Summer 2013	Undergraduate	U. of Massachusetts Amherst
<input type="radio"/> Fall 2013	Undergraduate	U. of Massachusetts Amherst

[CONTINUE](#)

6. Select term and enroll!

**IMPORTANT NOTE:** You cannot use SPIRE to enroll in CPE courses during the fall and spring semesters. You must register for fall and spring CPE course by going to [www.umasslearn.net](http://www.umasslearn.net).