

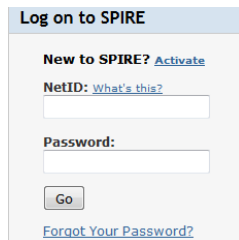
## Obtaining a CPE self-enrollment appointment in SPIRE

This tutorial will walk you through how to obtain a self-enrollment appointment which will allow you to register for CPE classes using SPIRE.

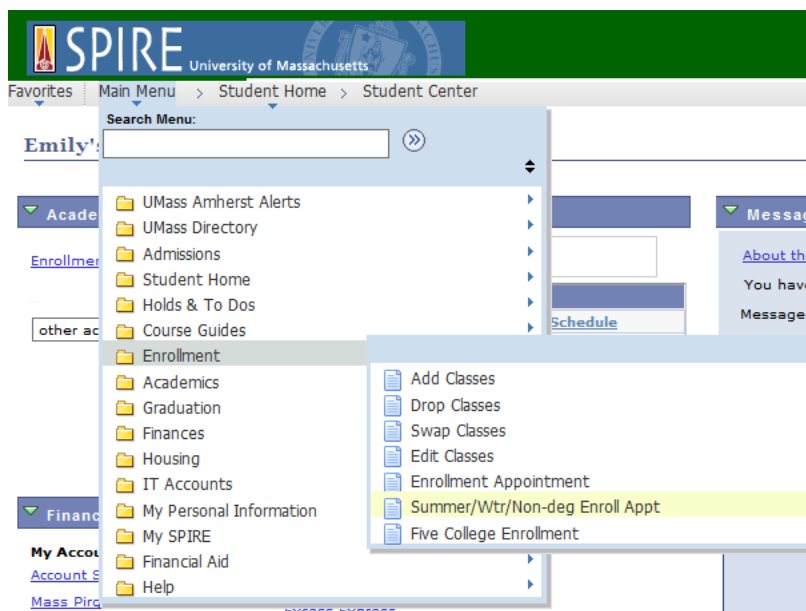
NOTE: CPE enrollment appointments for Fall and Spring terms will be automatically assigned to Undergraduate students in a [CPE-administered program](#) and Graduate students only.

For more information, visit us at [www.umasslearn.net/registration-info](http://www.umasslearn.net/registration-info).

- 1) Log into SPIRE at [www.spire.umass.edu](http://www.spire.umass.edu) using your NetID and password.



- 2) Navigate to the CPE Enrollment Appointment request page by going to Main Menu > Enrollment > Summer/Wtr/Non-deg Enroll Appt from top menu.



- 3) In the Term search box, click the term for which you would like an appointment. If the term you want is not showing, please check the enrollment appointment availability under the instructions above the Term search box.

- Select Term below.
- Read and check the statement of understanding.
- Click "Request a CPE Enrollment Appointment" button.
- **Matriculated Undergrad & Grad students** may request a CPE enrollment appointment for **Summer 2015** beginning 03/09/2015.

\*Term

4) You must check the box indicating that you understand the [CPE charges](#) and [refund policy](#). *Be sure to read all of the details regarding self-enrollment appointments.*

- 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](#).

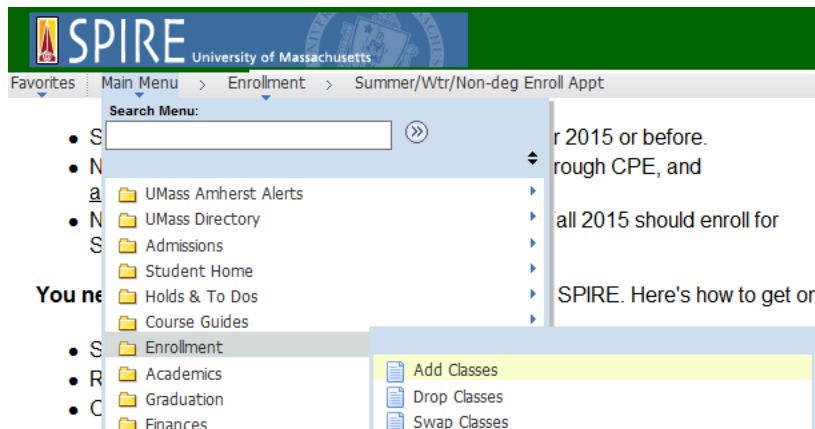
5) Click "Request CPE enrollment appointment".

REQUEST CPE ENROLLMENT APPOINTMENT

6) Your CPE enrollment appointment should now appear in the "Active Enrollment Appointments" box. Notice the date and time that your appointment begins. You can NOT enroll in classes until this time. NOTE: If you have an appointment to register in University on-campus classes, it will also be reflected in this box with a Session of "University".

Active Enrollment Appointments			
Term	Session	Appointment Begins	Appointment Ends
Spring 2015	CPE (Continuing Education)	November 15, 2014 8:30AM	April 29, 2015 10:00PM
Summer 2015	CPE (Continuing Education)	March 1, 2015 9:00AM	August 14, 2015 10:00PM

7) Now that you have a CPE Enrollment Appt, you are ready to begin enrolling in CPE classes in SPIRE. To do so, navigate to Main Menu > Enrollment > Add Classes.



8) See our ["How to enroll in Continuing & Professional Education \(CPE\) classes using SPIRE" tutorial](#) for more information.

Questions? Contact us at [regoff@cpe.umass.edu](mailto:regoff@cpe.umass.edu) or 413-545-3653 or 800-922-8211.