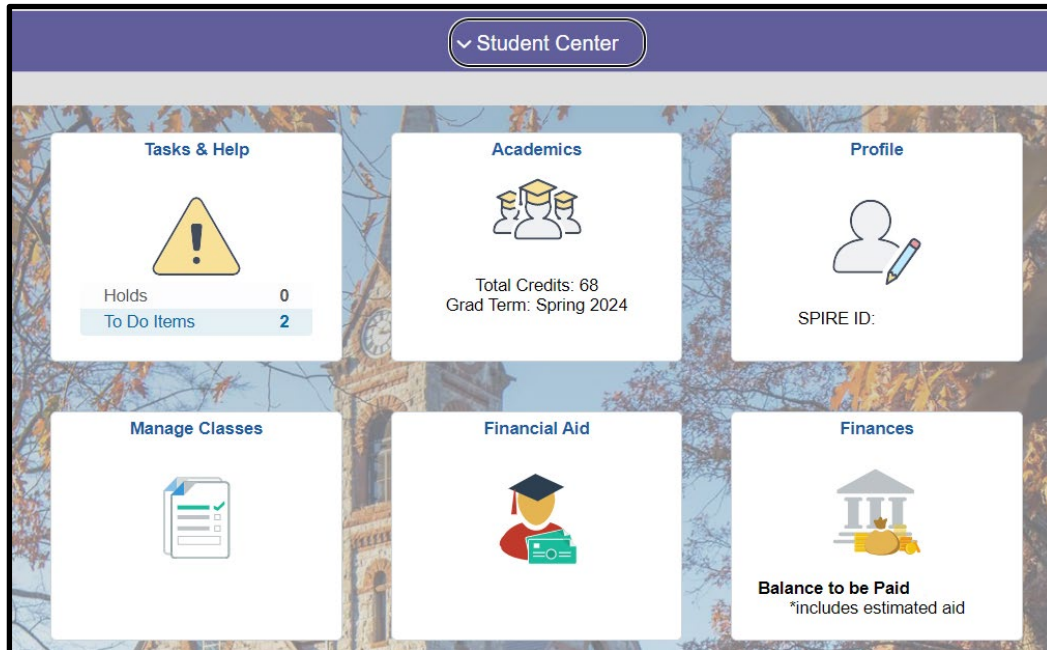


How to Enroll in a University+ Session class using Class Search, Add & Enroll

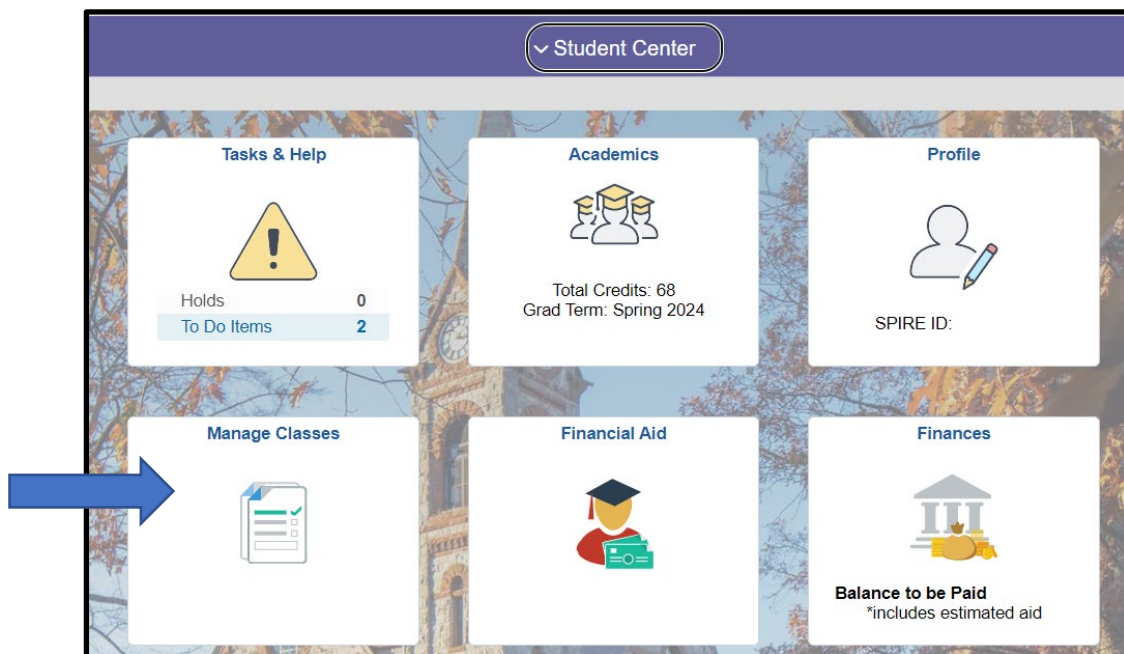
Log into SPIRE (<https://spire.umass.edu>) using your NetID/password. You should see your Student Center.



IMPORTANT: Before you can enroll in a University+ (Univ+) class, you will need an Enrollment Appointment. This appointment represents the period during which enrollment in Univ+ classes will be open to you.

Getting a University+ Enrollment Appointment

- 1) Click on Manage Classes tile from Student Center



2) In the left-hand menu, click on Enrollment Appointments and then Summer/Winter/ND Enroll Appt



3) At the top of the page, review the information to verify that you are eligible for an appointment

4) If eligible, select term from the dropdown box

Univ+ (UWW) Enrollment Appts

Use this page to obtain an enrollment appointment for University Without Walls (UWW) classes.

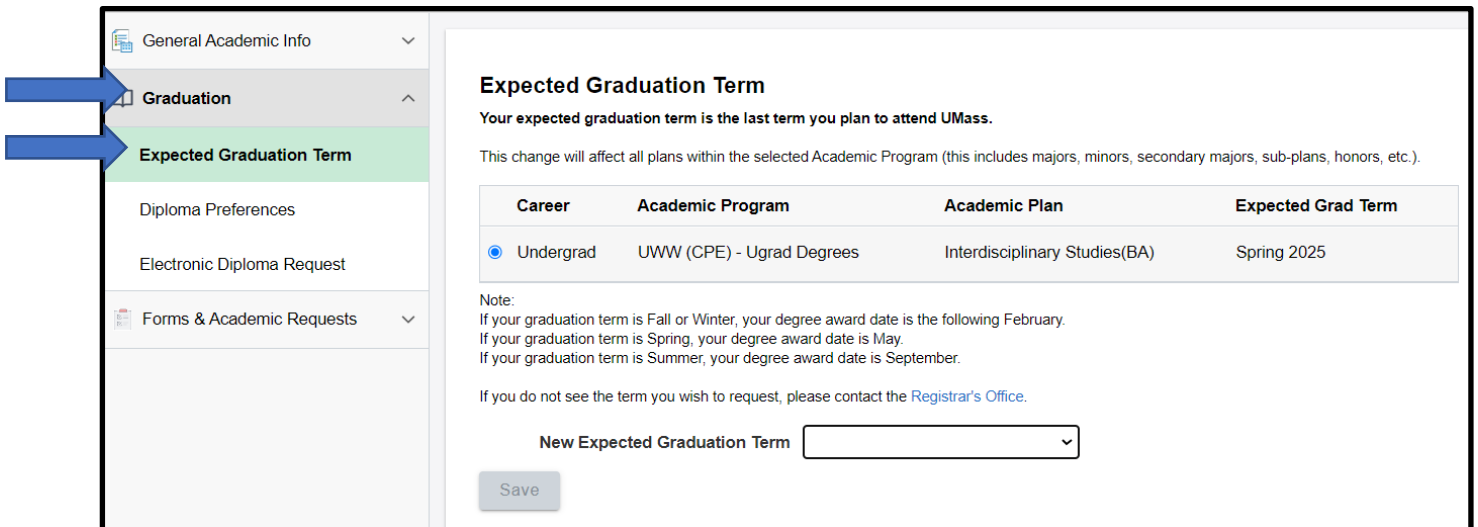
- To appear in dropdown, your desired term must be no earlier than your Admit Term and, for matriculated students, no later than your Expected Grad Term (EGT).
- If you already have an enrollment appointment for your desired term, it will show under "Active Enrollment Appointments" below.
- Students may request enrollment appointments one week prior to the day that [registration opens for UWW classes](#).

*Term:

Summer 2023

NOTE: If there is no term, please re-review the information at the top of the page to verify that you are eligible for an appointment. If you believe that you should be eligible, please contact us at regoff@umass.edu or 413-545-3653 for assistance.

Should you need to change your EGT, navigate back to the Student Center and click on the Academics tile, the Graduation and Expected Graduation Term from the left-hand menu and follow the instructions.



Career	Academic Program	Academic Plan	Expected Grad Term
<input checked="" type="radio"/> Undergrad	UWW (CPE) - Ugrad Degrees	Interdisciplinary Studies(BA)	Spring 2025

Return to the appointment process by navigating back to the Student Center, clicking on Manage Classes tile and then Enrollment Appointments > Summer/Winter/ND Enroll Appt.

- 5) Click button to “Yes” (indicates that you understand charges and accept the refund policy*) and then Request Enrollment Appointment

*Term:
Summer 2023

I understand that charges for UWW classes are in addition to standard University tuition and fees. I accept responsibility for payment once my enrollment has been completed. I also have read and accept the [UWW refund policy](#).

Class fee information is shown in the Restrictions & Notes section of class descriptions in SPIRE. Visit the [UWW class fees](#) page for more information.

Yes

Request Enrollment Appointment

***Refund policy may be different than for campus classes.**

- 6) You should receive a confirmation that you now have an appointment, and it should show in the Active Enrollment Appointments box at the bottom of the page.

Active Enrollment Appointments				
Term	Session	Appointment Begins	Appointment Ends	
Summer 2023	Univ+ Summer Session 1 (UWW)	March 13, 2023 9:00AM	August 25, 2023 10:00PM	

If you are within the Univ+ enrollment appointment timeframe, you are ready to enroll in Univ+ session classes.

Enrolling in a University+ Class

Once you have an appointment, from the left-hand menu, click on Add, Drop & Edit Classes and then Class Search, Add & Enroll.

Below please find at-a-glance enrollment instructions. Should you need more information, please review the detailed enrollment instructions found further down in this document.

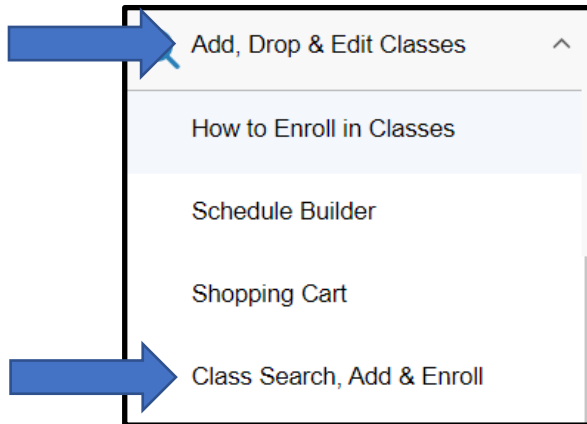
At-a-glance enrollment instructions

- 1) Log into SPIRE
- 2) Click on Manage Classes Tile > Add, Drop, & Edit Classes > Class Search, Add & Enroll
- 3) Select Term
- 4) Search for classes using keywords or click on Additional ways to search button and enter one or more of the search criteria and hit Search.
- 5) Narrow search results by clicking on filters in left-hand menu
- 6) Click on class to see available sections
- 7) Click on class link for section to see class details
- 8) Click on “>” on right-hand side of class and follow instructions for each enrollment step.

- 9) If added classes to Shopping Cart and ready to enroll, click on Shopping Cart in left-hand menu, select each class in which you would like to enroll and then hit Enroll and Yes to confirm.

Detailed enrollment instructions

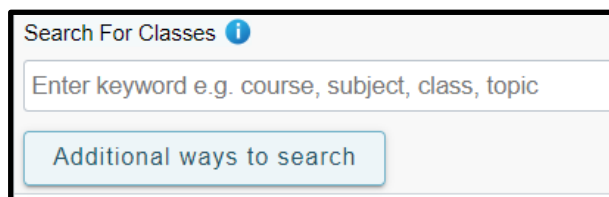
- 1) Log into SPIRE and click on Manage Classes tile > Add, Drop & Edit Classes > Class Search, Add & Enroll in the left-hand menu



- 2) Select the term in which you would like to enroll



- 3) Search for classes using keywords or click on Additional Ways to Search button and enter one or more of the search criteria and hit Search



Additional ways to search

Available Subjects

Catalog Number

Instructor Last Name

You can narrow search results from there by selecting a filter on the left-hand side of the page

▼ **Class Status**

Open Classes

▼ **Course Career**

Undergraduate

▼ **Subject**

ACCOUNTG/Accounting

▼ **Number of Units**

1 - 3 Units

▼ **Location**

Main Campus - UMass Amherst

▼ **Class Meeting Days**

Mon Wed Fri

Tue Thurs

Fri Sat

Weekdays

▼ **Class Component**

Lecture

4) Click on the class you are interested in to see the available section(s) and then click on the “>” of the section you wish to enroll in. **NOTE:** Classes that have Univ+ session are University+.

You can click on the link under the Class heading to see more details about the class.

ACCOUNTG 221
Principles of Financial Accounting

★ [Add to favorite courses](#)

▶ [Course Information](#)

▼ [Class Selection](#)

Select a class option ⓘ Selected Filters 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Univ+ Non-Stand. (UWW)	Class 73005: Lecture 01	05/30/2023 - 08/25/2023	To be announced	On-Line	Staff	Open Seats 50 of 50
2	Open	Univ+ Summer Session 2 (UWW)	Class 73584: Lecture 02	07/17/2023 - 08/25/2023	To be announced	On-Line	Staff	Open Seats 49 of 50

Class Information

Meeting Information	Enrollment Information	Class Details	Class Availability
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ACCOUNTG 221 Principles/Financial Accountg
Class 73584: Lecture 02 **Status : Open**

No Enrollment Requirements

Class Notes
UWW class; \$60/term reg. fee + \$525/credit. Refunds differ from Univ. day classes; see www.umass.edu/uww/resources/refund-policy.

5) Follow the instructions for each enrollment step clicking Next or Accept between each step

Summer 2023
Undergraduate
University of Massachusetts Amherst

A1477948 Logged On CTEST

1 **Review Class Selection**
Visited

2 **Review Class Preferences**
Not Started

3 **Enroll or Add to Cart**
Not Started

4 **Review and Submit**
Not Started

Step 1 of 4: Review Class Selection

You have selected

ACCOUNTG 221 Principles of Financial Accounting

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Class 73584: Lecture 02	Univ+ Summer Session 2 (UWW)	07/17/2023 - 08/25/2023	To be Announced	Open Seats 49 of 50

In Step 2, choose the Grading Basis for the class and click Accept.

Summer 2023
Undergraduate
University of Massachusetts Amherst

A1477948 Logged On CTEST

1 **Review Class Selection**
Complete

2 **Review Class Preferences**
In Progress

3 **Enroll or Add to Cart**
Not Started

4 **Review and Submit**
Not Started

Step 2 of 4: Review Class Preferences

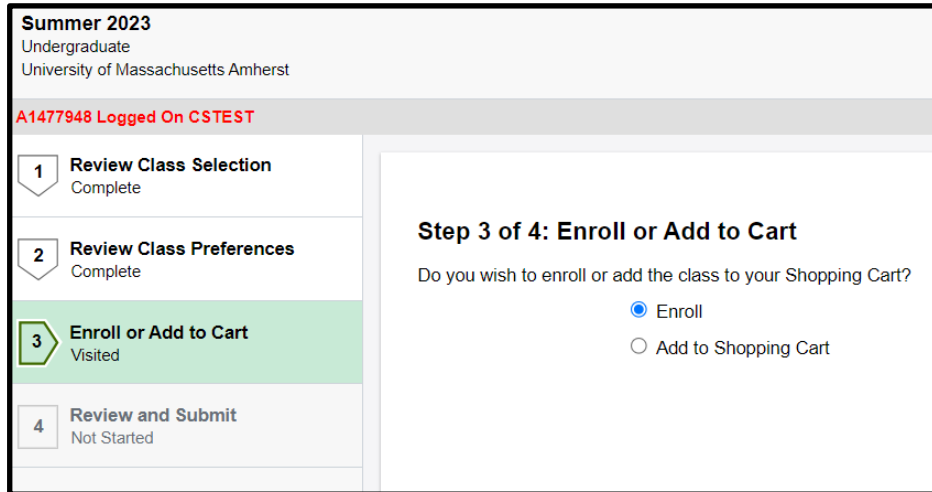
ACCOUNTG 221 Principles of Financial Accounting

Class 73584: Lecture 02 - Open

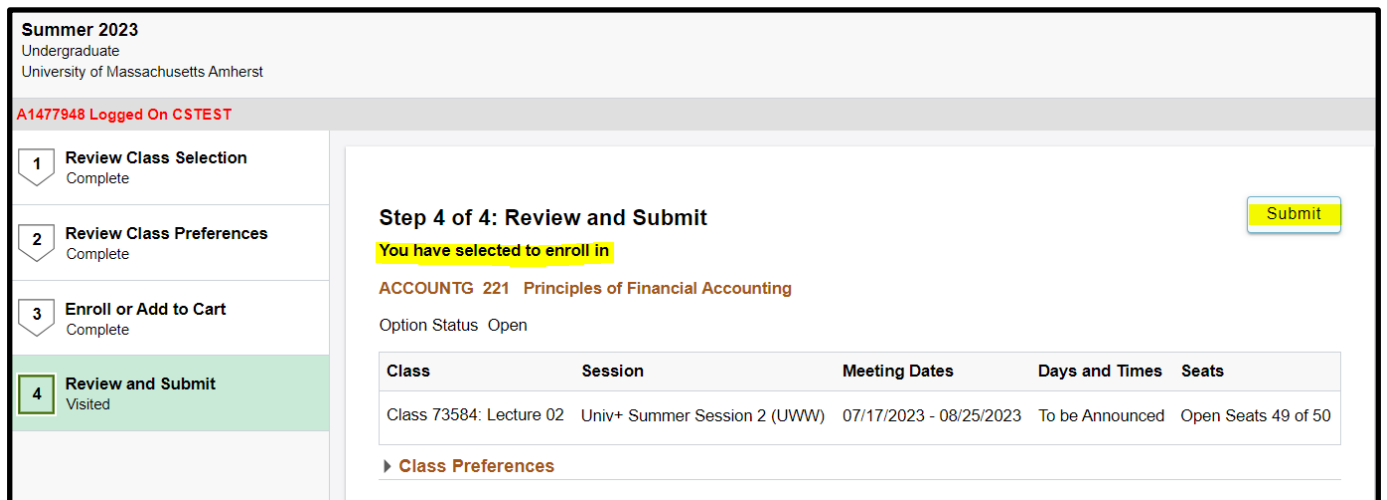
Grading Basis

Undergraduate Letter Grading

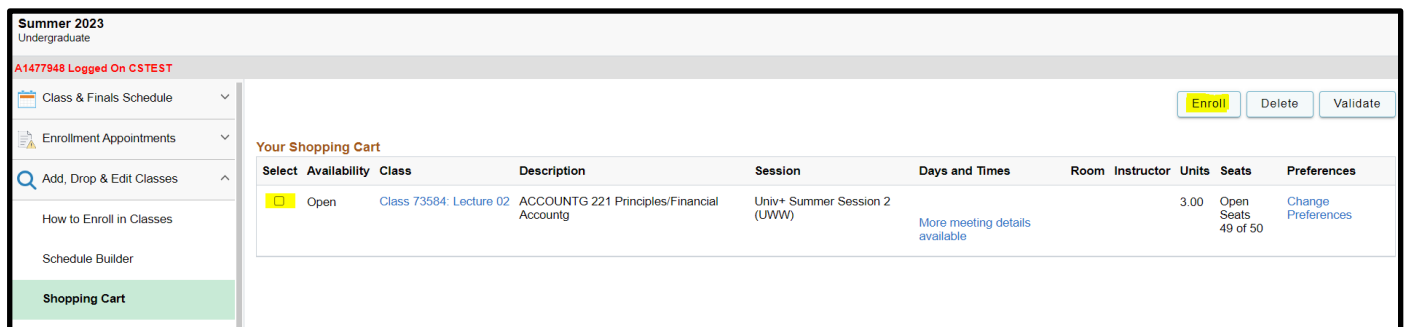
In Step 3, if you are only enrolling in one class, select Enroll, otherwise select Add to Shopping Cart.



If you select Enroll, click on Submit in Step 4. You should receive confirmation that you are now enrolled in the classes or an error message providing information on why the enrollment wasn't successful (e.g. pre-requisites not fulfilled).



If you select Add to Shopping Cart, when you are done adding classes, click on Shopping Cart in the left-hand menu, select the classes in the cart in which you would like to enroll and hit Enroll. You should receive confirmation that you are now enrolled in the classes or an error message providing information on why the enrollment wasn't successful (e.g. pre-requisites not fulfilled).



Should you run into issues with enrollment, please contact the Registrar's office at 413-545-3653 or email regoff@uww.umass.edu.