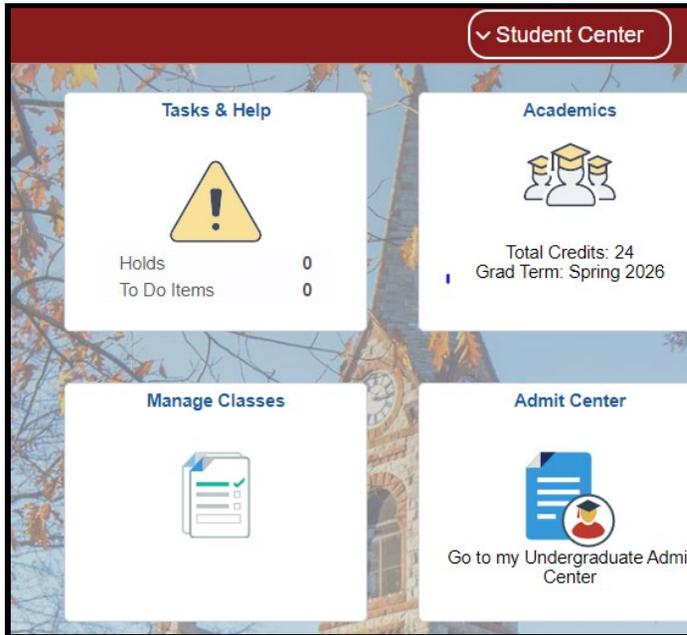


Log into SPIRE – <https://spire.umass.edu> – using your NetID and password and click on the Manage Classes tile from the Student Center.



UWW Enrollment Appointment

You must have a UWW Enrollment Appointment before you may enroll in UWW classes. This appointment represents the period during which you can enroll in UWW classes in SPIRE.

1) Check to see if a UWW enrollment appointment has already been assigned to you by clicking on Enrollment Appointments and then UWW Enrollment Appointments in the left-hand menu



2) Scroll down to the Active Enrollment Appointments box.

If you see an appointment for the term in which you want to enroll and the Session is UWW, note when the appointment begins and ends as this is the period in which you will be able to self-enroll in UWW classes. You may skip to the section on How to Enroll in UWW classes below.

Term	Session	Appointment Begins	Appointment Ends
Fall 2022	UWW	June 6, 2022 9:00AM	December 12, 2022 11:59PM
Fall 2022	University	June 6, 2022 9:00AM	December 12, 2022 11:59PM
Winter 2023	UWW	October 12, 2022 9:00AM	February 3, 2023 10:00PM
Spring 2023	University	November 16, 2022 8:30AM	February 12, 2023 11:59PM

If there is no UWW appointment in the Active Enrollment Appointments box, you will need to request one by following these instructions:

- 1) Scroll to the top of the UWW Enrollment Appointments page and review the information to verify that you are eligible for an appointment.
- 2) If eligible, select term from the dropdown box

UWW Enrollment Appointments

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:

Winter 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
<input checked="" type="radio"/> Undergrad	UWW (CPE) - Ugrad Degrees	Interdisciplinary Stu

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

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 UWW Enrollment Appointment

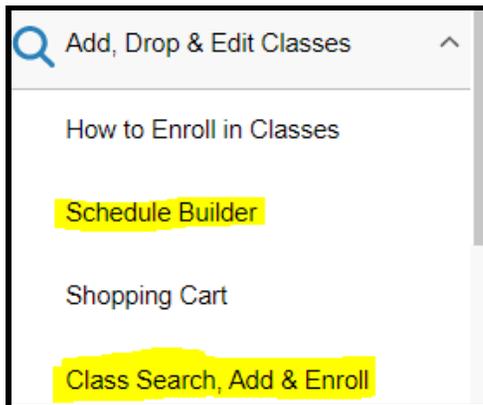
*Refund policy may be different than for campus classes.

4) You should receive a confirmation that you now have an appointment, and it should show in the Active Enrollment Appointments box.

Active Enrollment Appointments			
Term	Session	Appointment Begins	Appointment Ends
Fall 2022	UWW	June 6, 2022 9:00AM	December 12, 2022 11:59PM
Fall 2022	University	June 6, 2022 9:00AM	December 12, 2022 11:59PM
Winter 2023	UWW	October 12, 2022 9:00AM	February 3, 2023 10:00PM

How to Enroll in UWW classes

1) If you are within the UWW enrollment appointment timeframe as discussed above, you may enroll in UWW classes by clicking Add, Drop, & Edit Classes then either [Schedule Builder](#) (follow the instructions) or [Class Search, Add & Enroll!](#) (instructions below) from the left-hand menu and selecting the term in which you would like to enroll.



- 2) Using Class Search, Add & Enroll - search for class using keywords (e.g. course, subject, class #) or click on “Additional Ways to Search”, enter one or more of the criteria on the Additional Ways to Search page and hit search.

Search For Classes ?

Enter keyword e.g. course, subject, class, topic

Additional ways to search

Additional ways to search

Available Subjects

Catalog Number

contains value

Instructor Last Name

contains word

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

Graduate

Undergraduate

▼ Subject

SCH-MGMT / Isenberg School of Management

▼ Number of Units

1 - 3 Units

▼ Class Meeting Days

Mon Wed Fri

Tue Thurs

Fri Sat

Weekdays

▼ Class Component

Lecture

View Search Results

1 Course with keyword: leadership

Open Classes ✕
Graduate ✕
Clear All

[SCH-MGMT 680](#)
 Leadership and Organizational Behavior
 2 Class Options Available

3) Click on the class that you are interested in to see the available section(s). **NOTE:** Classes that have “UWW” session are University Without Walls.

SCH-MGMT 680

Leadership and Organizational Behavior

★ [Add to favorite courses](#)

▶ **Course Information**

▼ **Class Selection**

Select a class option ⓘ

Option	Status	Session	Class
1	Open	UWW	Class 57678 1LEC Section 01
2	Open	UWW	Class 57679 1LEC Section 02

- 4) You may view class details, including class notes*, meeting information and enrollment requirements by clicking the Class link for the section that you are interested in.

Class Information

Meeting Information	Enrollment Information	Class Details	Class Availability
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SCH-MGMT 680 Leadership and Organizational Behavior
Class 57678 1LEC Section 01 Status : Open

No Enrollment Requirements

Class Notes
 UWW class; \$60/term reg. fee + \$925/credit. Refunds differ from Univ. day classes; see www.umass.edu/uww/resources/refund-policy.
 Open to Online MBA Students.

*Fee information can be seen under Class Notes as shown above.

- 5) Once you've decided which section in which you want to enroll, click on the ">" on the right-hand side of the class. Follow the instructions for each enrollment step.
- a. Review Class Selection: If ok, then click on Step 2

Winter 2023
 Graduate
 University of Massachusetts Amherst

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

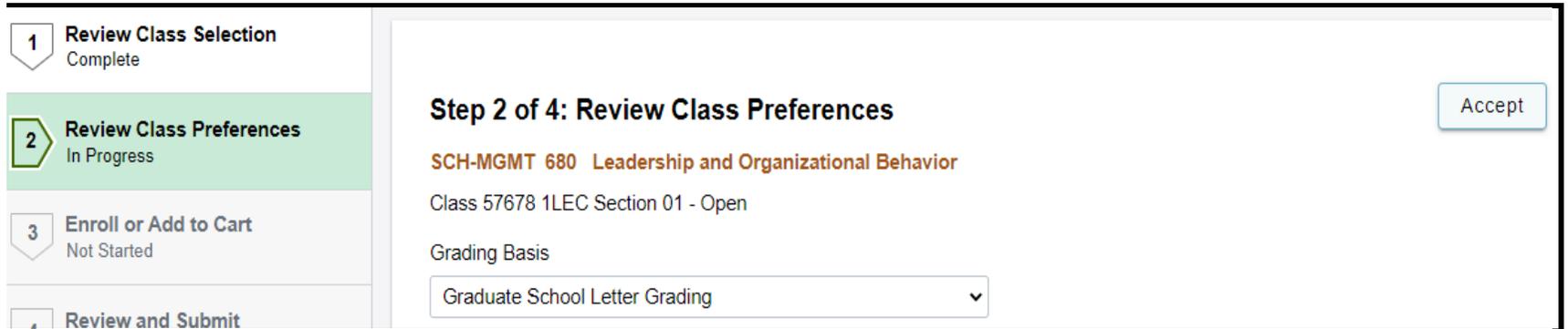
You have selected

SCH-MGMT 680 Leadership and Organizational Behavior

Option Status Open

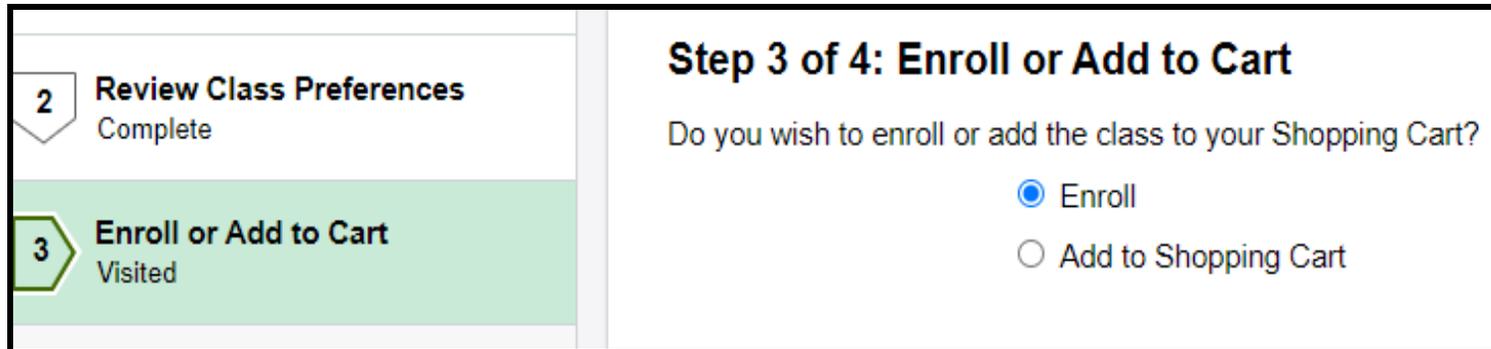
Class	Session	Meeting Date
Class 57678 1LEC Section 01	UWW	12/21/2022 -

b. Review Class Preferences: Select Grading Basis and click Accept



The screenshot shows a progress bar on the left with four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (In Progress), 3. Enroll or Add to Cart (Not Started), and 4. Review and Submit. The main content area is titled "Step 2 of 4: Review Class Preferences" and includes a class name "SCH-MGMT 680 Leadership and Organizational Behavior", a class number "Class 57678 1LEC Section 01 - Open", and a "Grading Basis" dropdown menu set to "Graduate School Letter Grading". An "Accept" button is located in the top right corner.

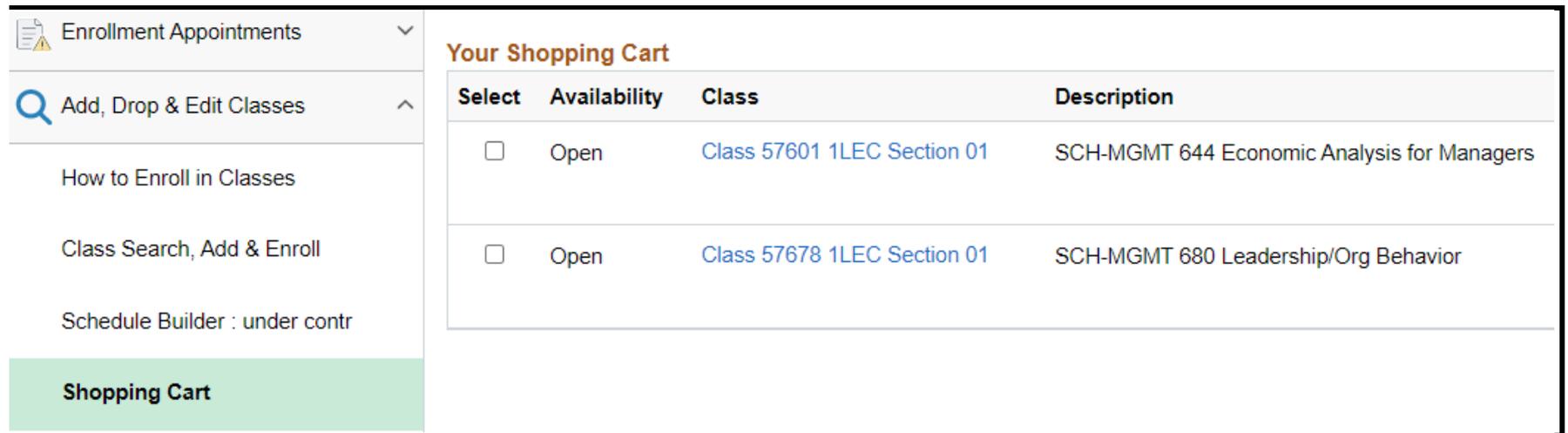
c. Enroll or Add to Cart: If this is the only class you wish to enroll in, select Enroll, otherwise select Add to Shopping Cart



The screenshot shows a progress bar on the left with three steps: 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Visited), and 4. Review and Submit. The main content area is titled "Step 3 of 4: Enroll or Add to Cart" and asks "Do you wish to enroll or add the class to your Shopping Cart?". There are two radio button options: "Enroll" (selected) and "Add to Shopping Cart".

- d. Review and Submit: Review the enrollment record for accuracy and then click on Submit and then Yes to confirm.
- If you enrolled in only one class, you should receive a confirmation message indicating that you've been enrolled.
 - If you are enrolling in more than one class, you should receive a confirmation message that the class has been added to your Shopping Cart. Return to Step 2 to add additional classes to the Shopping Cart.

6) Once you are done adding classes, click on Shopping Cart in the left-hand menu. You should see the classes that you selected.



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes 'Enrollment Appointments', 'Add, Drop & Edit Classes', 'How to Enroll in Classes', 'Class Search, Add & Enroll', 'Schedule Builder : under contr', and 'Shopping Cart' (highlighted in green). The main content area is titled 'Your Shopping Cart' and contains a table with two rows of class information.

Select	Availability	Class	Description
<input type="checkbox"/>	Open	Class 57601 1LEC Section 01	SCH-MGMT 644 Economic Analysis for Managers
<input type="checkbox"/>	Open	Class 57678 1LEC Section 01	SCH-MGMT 680 Leadership/Org Behavior

7) To enroll, select each class that you wish to enroll in and hit Enroll and then Yes to confirm. You should receive a confirmation message indicating that you've been enrolled.

Should you receive an error message that you don't understand or have additional questions, please contact us at regoff@uww.umass.edu or 413-545-3653.