Log into SPIRE – [https://spire.umass.edu](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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Session</th>
<th>Appointment Begins</th>
<th>Appointment Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2022</td>
<td>UWW</td>
<td>June 6, 2022 9:00AM</td>
<td>December 12, 2022 11:59PM</td>
</tr>
<tr>
<td>Fall 2022</td>
<td>University</td>
<td>June 6, 2022 9:00AM</td>
<td>December 12, 2022 11:59PM</td>
</tr>
<tr>
<td>Winter 2023</td>
<td>UWW</td>
<td>October 12, 2022 9:00AM</td>
<td>February 3, 2023 10:00PM</td>
</tr>
<tr>
<td>Spring 2023</td>
<td>University</td>
<td>November 16, 2022 8:30AM</td>
<td>February 12, 2023 11:59PM</td>
</tr>
</tbody>
</table>

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
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.

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

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**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.

![Menu showing how to enroll in classes](menu.png)
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.
You can narrow search results from there by selecting a filter on the left-hand side of the page.

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.
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.

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

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

d. Review and Submit: Review the enrollment record for accuracy and then click on Submit and then Yes to confirm.
   i. If you enrolled in only one class, you should receive a confirmation message indicating that you've been enrolled.
   ii. 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.

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.