How to Enroll in a University+ Session class

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.
**Enrollment Appointment**

In most cases, you will already have an enrollment appointment. If you are a new student, the enrollment appointment assignment can take 2-3 business days from the date of matriculation.

**EXCEPTION:** Appointments are not automatically assigned to Non-Degree students. Please follow the instructions under bullet #4 on the [How to Enroll as a Non-Degree Student](#) page.

To access your Enrollment Appointment, click on the Manage Classes tile from the Student Center.

Click on Enrollment Appointments and then Univ+ (UWW) Enrollment Appts in the left-hand menu. This will bring you to the Univ+ (UWW) Enrollment Appts page where you can see the dates during which you may enroll in U+ classes under the Active Enrollment Appointments section at the bottom of the page. As this page can also reflect enrollment appointments for campus (in-person) classes, please confirm that you are looking at the Session that contains “Univ+”.

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

You will use a web-based schedule planner called Schedule Builder to enroll in classes. Schedule Builder assists you in planning your class schedule and registering for classes.

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 > Schedule Builder
3) Select Term
4) Review and change filters as necessary (make sure University+ sessions are selected under Sessions filter)
5) Select Add Course(s) to add to Courses list
6) After selecting courses, click on Go Back to Generate Schedules
7) Under Schedules, click on Generate Schedules and then View to the left of the schedule
8) Click Send to Shopping Cart at top
9) Follow prompts and click Register then Continue to confirm.

Detailed enrollment instructions

1) In the left-hand menu, click on Add, Drop & Edit Classes and then Schedule Builder.

This action will automatically open a new window into Schedule Builder. **NOTE:** You may need to disable the pop-up blocker of your internet browser to successfully launch Schedule Builder.
2) Choose the term in which you would like to enroll and click Save and Continue.

3) Review filters prior to searching for classes as the default value(s) may not be appropriate for your needs. Click on the Change button to view and/or change these values.

University+ classes are found by selecting one or more of the following:

- Univ+ (UWW) – Used for Fall, Winter and Spring terms only
- Univ+ Non-Stand. (UWW) – Used for classes in any term
- Univ+ Summer Session 1 (UWW) – Used for Summer term only
- Univ+ Summer Session 2 (UWW) – Used for Summer term only
4) Once you have selected the appropriate filters, you may begin building your schedule by clicking on Add Course.

**NOTE:** Schedule Builder supports registration for a variety of student populations. Because of this, you will see options that may not apply to you. You may disregard anything not specifically covered in this document.

5) Search for classes a variety of ways including by Subject, Gen Ed, Instructor or Class #. When you click on the Add Course button, the class appears in the Courses list on the right side of the screen.

**By Subject search:** Choose Subject and Course and then click on Add Course.
**By Gen Ed search:** Choose Gen Ed (Attribute), Subject and Course and then click on Add Course.

**By Instructor search:** Select the instructor and Course and then click on Add Course. This will add the course to your Courses list on the right side of the screen.
**By Class # search:** If you already know the 5-digit class number of the course you would like to take, enter it and then click on Add Course. This will add the course to your Courses list on the right side of the screen.

6) When you have finished adding courses, click Go Back to Generate Schedules.

You should see the classes that you selected under the Courses section.

- To add additional courses, click on the Add Course button.
- To see the available sections for a course, click on Sections.
- To get more information, click on the blue “i”.
- To delete the class from the list, click on the red “x”.
- To delete all courses, check Select All and click the small red “x” directly under the Add Course button.
The Breaks section does not apply unless you are enrolling in an in-person or synchronous on-line class and there are times during the day when you are unavailable.
7) Click on the Generate Schedules button under the Schedules section.

If any of the classes that you chosen have more than one section, you will see multiple schedules displayed. As you can see in the example below, Accounťg 221 has two sections so there are two schedules displayed.

**NOTE:** The Advanced Options tab and the Compare function are not applicable unless you are enrolling in more than one *in-person or synchronous online* class.

8) Click the View link for the schedule in which you are interested.

If you have more than one schedule, you can view them from this page by clicking View next to each one or by clicking on Schedule 1 of x in the upper right-hand corner on the next page.
9) When you are viewing the schedule that you are interested in and would like to send the classes to your Shopping Cart, click on Send to Shopping Cart.

10) After sending classes to the Shopping Cart, you may have the option of changing the grading basis for each applicable class. If there is more than one class, click through each class and then Finish.
11) Click on Register in the upper-right hand corner to enroll in the class(es).

You also have the option to delete classes or change the grading basis by clicking on Edit Cart.

12) Click on Continue on the Please Confirm page to complete your enrollment.
13) A confirmation should appear indicating successful enrollment or that errors exist.

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