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 University+ 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 Univ+ (UWW) Enrollment Appts

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

**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.

Return to the appointment process by navigating back to the Student Center, clicking on Manage Classes tile and then Enrollment Appointments > Univ+ (UWW) Enrollment Appts.
5) Click button to “Yes” (indicates that you understand charges and accept the refund policy*) and then 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.

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

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

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