

University of Wisconsin - Eau Claire

REGISTRATION INSTRUCTIONS FOR UNDERGRADUATE STUDENTS

- **Pay a minimum \$100 down payment to the Cashier's Office.** Once the business office receives your payment, your registration eligibility will be activated for the term. Please allow a week for the Business Office to receive and post your payment. Information about how to make payments is on the Business Office website: <http://www.uwec.edu/bussvs/busoff/index.htm>.
- **Access your UWEC Computing Account** . Once your deposit is received, you will receive your username and pin number in the mail with information on how to access your MyBlugold CampS account. Once you have received your username and pin number, you will have access to sign your PPA, check the schedule of classes and register for your classes.
- **Check the schedule of classes on MyBlugold CampS.**
Go to Self-Service → Class Search/Browse Catalog. Click on **Search** to see the Schedule of Classes. Be sure you select your desired semester. Note any enrollment requirements, such as Add Consent or prerequisites. If any, *contact the department* offering the course to request permission.
- **PAC – Personal Advising Code.** This hold will be displayed if you are required to meet with your advisor before registering. Make sure you make an appointment to see your adviser well in advance of your enrollment appointment. Click on the “details” link under your advisor’s name in the Advisor block to send an e-mail message to your advisor to request a meeting time.
- **Electronically sign your PPA (Payment Plan Agreement form).** PPA’s must be signed *every* term prior to registration. The PPA can be found on MyBlugold CampS by clicking on the Self Service menu. The system will lead you through the online form. A Hold will be placed on your registration until this is completed. Contact the Business Office, 715-836-5907, if you have any questions about the form.
- **Check your Enrollment Appointment.** In the **Enrollment Dates** box, you will need to click on the **Details** link. Click on the **Change Term** button. Then, select your desired **Semester** and click **Continue**. You *may* see your Shopping Cart date first. If so, scroll down to see **Enrollment Appointments**. You may register anytime after your assigned date/time through the first week of classes. If your \$100 deposit has not been paid, you will not see an enrollment appointment.
- **Review your degree Audit.** If you are an undergraduate student seeking a first degree, you should review your degree audit. In the **Academics** section of your Student Center, click on the drop-down menu and select **Degree Audit** to request your audit report.
- **Register for classes.** Go to UWEC.edu. Click on **Records and Registration**, then **Online help documentation** (near the top of the screen). There are several good tutorials under the *Student Center Academics* heading that explain the enrollment process. Follow those instructions to register for your courses. (Note: Before you register, be sure that you have no holds listed in the **Holds** box in your Student Center.)

Please feel free to contact the Registrar's office if you have any questions.

Registrar's Office ~ Schofield Hall 128 ~ (715) 836-2425 ~ fax: (715) 836-3846 ~ registration@uwec.edu