How to Register for Classes

Logging on to the computer

1. Press ALT-CTRL-DELETE
2. Enter your username (found on the sticker on your white Orientation binder)
3. Enter your password. The default password is uwec\#### (where #### is your four digit pin number). If you have previously changed your password, use that password. If you do not remember your PIN number or your password, please raise your hand for assistance. The PIN was sent with your Orientation materials and can be found on a small blue card.

Opening MyBlugold CampS

1. Open Internet Explorer
2. Go to http://www.uwec.edu
3. Click the “MyBlugold CampS” link (located above the search bar).
4. You will be prompted to enter your username and password. This is the same username and password you entered to log-on to the computer.

Once you are logged onto MyBlugold CampS:

1. You may see a screen regarding the E-Communication policy. If you do, you must select “I have read the E-communication policy”. If it does not appear, you skip this step.

2. Click on Self Service (found on left-hand side of screen) and then “Student Center.”

3. Click on Student Center

4. Your Student Center will appear. Holds that will stop you from registering will appear on the right.

You will have a “Payment plan agreement hold” and a “PAC code hold.”
From the “Self Service drop down menu, choose “Payment Plan agreement.”

Payment plan agreement
1. Under “Unsigned Agreements”, select the document for the correct semester.
2. Follow the instructions for completing the form. You must type your name at the bottom of each screen in order to proceed. NOTE: copying and pasting your name saves time.

WHEN DONE, Click on “Student Center at the top of your screen.

Under the “Academics” section, select the link titled “Enter PAC Code”. Enter the two letter code given to you by your adviser. Click “Submit Code.”

Register for Classes

Next, click on “Enroll”

1. Search for the course you are interested in taking by clicking on the “Search” button. Be sure that the term selected is correct. Find the Course Subject from the drop down menu and enter the course number.

2. Once you have entered the course information, click the “Search” button.
3. Find the section of the course that matches what you and your adviser discussed. If there are more than three sections for the particular course, you will need to click “View All Sections” for all sections to appear.
4. Click “Select Class” next to the particular section that you wish to enroll in for the semester.
5. Select “Next”. The course has now been added to your shopping cart. If this course has a co-requisite (a class that must be taken with this course) or is part of a bundle, add those courses to the shopping cart. Otherwise, proceed to the next step. You are not actually enrolled in the course until you complete step 7.

Example: PSYC 100 has been added to the shopping cart, but the student is NOT enrolled in the course yet.