HOW TO REGISTER FOR CLASSES

At the University of Wisconsin-Eau Claire
Access the UW-Eau Claire homepage by typing [http://www.uwec.edu](http://www.uwec.edu) into the address bar.

Then click “MyBlugold CampS” on the top right corner of the screen.
OPENING MYBLUGOLD CAMPS

Type your UW-Eau Claire “username” and “password” into the blanks.

This is the same username and password you used to log-on to the computer.
E-COMMUNICATION POLICY

A screen regarding the E-Communication policy may appear.

If it does, you must select “I have read the E-Communication Policy”.

If it does not, you may skip this step.
PAYMENT PLAN AGREEMENT

Click on “Self Service” in the upper left corner of the screen.
PAYMENT PLAN AGREEMENT

Click “Payment Plan Agreement”.
PAYMENT PLAN AGREEMENT

Under “Unsigned Agreements”, click on “Select” next to “2015-2016 Fall Semester”. 
PAYMENT PLAN AGREEMENT

Choose “I agree to electronically sign my Payment Plan Agreement”.

Follow the instructions for completing the form.

Type your full name in all the places you need to sign.

After you sign the Agreement, click the back button to return to “Self Service”.

REMOVING HOLDS

Go back to “Self Service”.
Click on “Student Center”.

![Image of the Student Center section of a university portal]
REMOVING HOLDS

Holds are listed in the top box on the right. You may not have any holds.

Click “details.”

You’ll see your list of holds and instructions.
REGISTER FOR CLASSES

Go back to the “Student Center”.

Click on “Search”.

[Image of a user interface screen showing the Student Center and the option to search for classes.]
REGISTER FOR CLASSES

Make sure the “Term” is “2015-2016 Spring Semester”.

Choose “English As Second Language” for the “Course Subject”.

Once you have entered the course information, click “Search”.
REGISTER FOR CLASSES

You will see a list of courses.

Find the courses that match your placement letter.

Click “Select Class” next to the course you want to enroll in.
REGISTER FOR CLASSES

Click “Next” to add the course to your shopping cart.
Click the “Enroll” tab to continue enrolling in this course.
REGISTER FOR CLASSES

Click “Proceed to Step 2 of 3”. 
REGISTER FOR CLASSES

Click “Finish Enrolling” to enroll in the course.
The registration is complete when there is a green check mark next to the course.

If there was an error in enrolling, a red X will be next to the course.
REGISTER FOR CLASSES

Repeat steps until you have registered for all classes.

Print out schedule and book list.