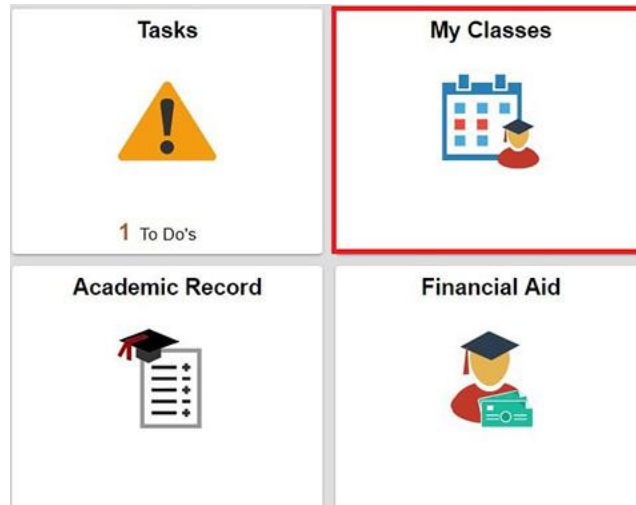


How to Find [General Education Program \(GEP\) Courses](#)

Your [Degree Progress Report](#) will inform you of what GEP categories you still need to complete.

Through AccesSPoint

Click on the “My Classes” tile on your Homepage.



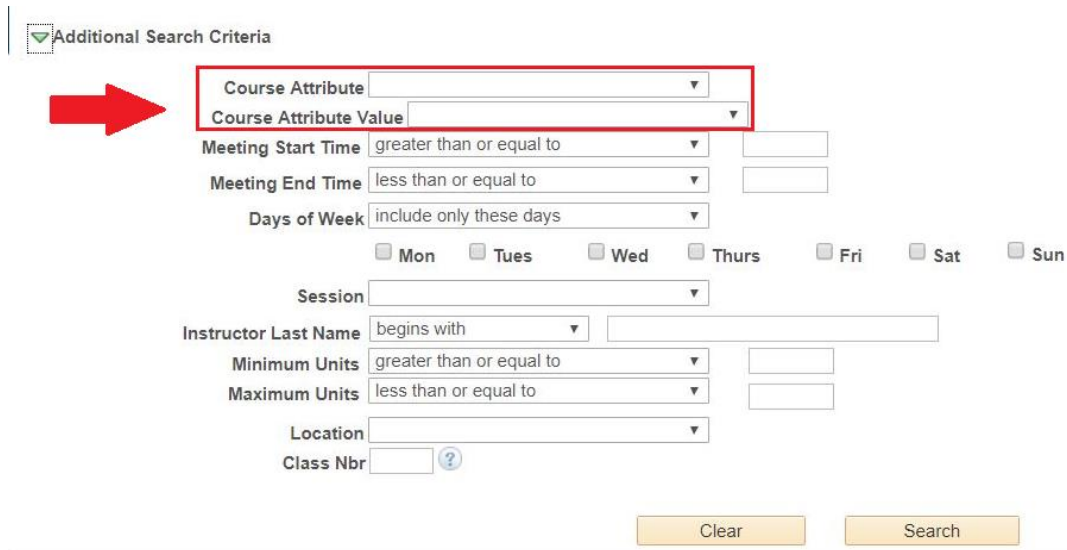
Next to “Additional Search Criteria” you will find an arrow you can click on to expand menu options.



The image shows a search interface for classes. At the top, it says 'Search for Classes' and 'Enter Search Criteria'. Below this is a section titled 'Search for Classes' with two dropdown menus: 'Institution' set to 'UW-Stevens Point' and 'Term' set to '2019 Fall'. Below these is the instruction: 'Select at least 2 search criteria. Select Search to view your search results.' Underneath is a section titled 'Class Search' with several dropdown menus: 'Subject', 'Course Number' (set to 'is exactly'), 'Course Career', and 'Campus'. There is also a 'Course Keyword' field with a help icon. A checkbox labeled 'Show Open Classes Only' is checked. At the bottom right are 'Clear' and 'Search' buttons. On the left side, there is a blue sidebar icon with a white double-line symbol. A red arrow points to a button labeled 'Additional Search Criteria' which is highlighted with a red box.

When this menu opens, there are two drop-down menus you will be using to look up what courses are available for the GEP categories: “Course Attribute” and “Course Attribute Value”.

- First, for “Course Attribute” select “General Education”
- Second, for “Course Attribute Value”, select the GEP category you are trying to find a course in – refer to your advising worksheet and DPR for what category you still need to complete



Additional Search Criteria

Course Attribute

Course Attribute Value

Meeting Start Time greater than or equal to

Meeting End Time less than or equal to

Days of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Session

Instructor Last Name begins with

Minimum Units greater than or equal to

Maximum Units less than or equal to

Location

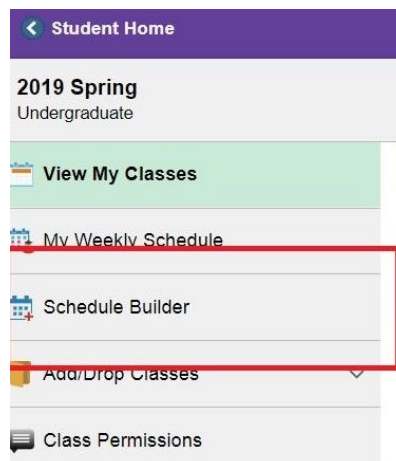
Class Nbr

Clear Search

Select “Search” to find what classes are available to you. Make sure to check that you meet all the prerequisites.

Through Schedule Builder

Open Schedule Builder from the “My Classes” tile on your Homepage in Accesspoint from a desktop computer, and on the left-hand navigation select “Schedule Builder”.



Once you select the appropriate semester and campus, you can begin to add classes with the purple “Add Course” button.

Sessions All Sessions Selected Change

Term 2020 Spring Change

ID: 11

Instructions: Add desired courses and breaks and click Ge

Courses

Select All ✕

Biology 130 Options i 🔒 ✕
Introduction to Plant Biology

+ Add Course

Once in the “Add Course” menu, select the second tab, “Search by Section Attribute”.

Add Course

By Subject **Search By Section Attribute**

Subject

Course

< Back + Add Course

Once on the “Search by Section Attribute” menu, choose “General Education - Bachelor” for Course Attribute”.

Add Courses for 2024 Fall

By Subject **Search By Section Attribute**

Attribute

Value

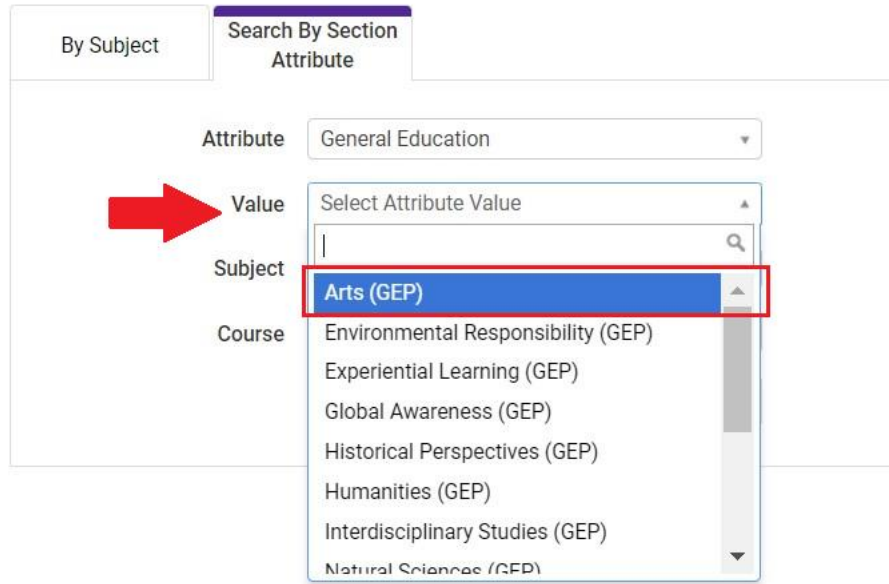
Subject

Course

< Back + Add Course

Choose the desired GEP category for the “Value” menu.

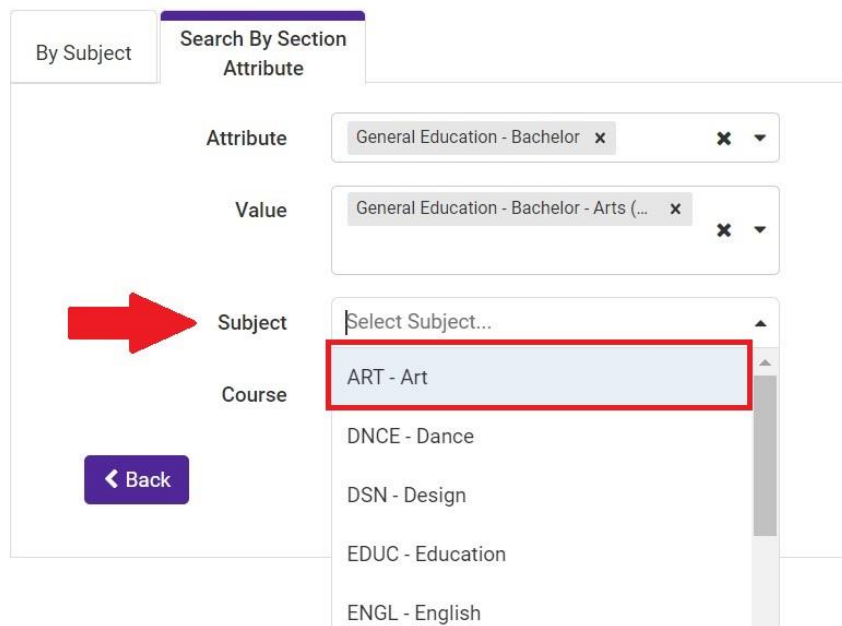
Add Course



The screenshot shows the 'Add Course' form with the 'Search By Section Attribute' tab selected. The 'Attribute' dropdown is set to 'General Education'. The 'Value' dropdown is open, showing a list of GEP categories. A red arrow points to the 'Value' dropdown, and a red box highlights the 'Arts (GEP)' option, which is currently selected. Other options in the list include Environmental Responsibility (GEP), Experiential Learning (GEP), Global Awareness (GEP), Historical Perspectives (GEP), Humanities (GEP), Interdisciplinary Studies (GEP), and Natural Sciences (GEP).

Choose desired subject area for the “Subject” menu.

Add Courses



The screenshot shows the 'Add Courses' form with the 'Search By Section Attribute' tab selected. The 'Attribute' dropdown is set to 'General Education - Bachelor'. The 'Value' dropdown is set to 'General Education - Bachelor - Arts (...)'. The 'Subject' dropdown is open, showing a list of subject areas. A red arrow points to the 'Subject' dropdown, and a red box highlights the 'ART - Art' option, which is currently selected. Other options in the list include DNCE - Dance, DSN - Design, EDUC - Education, and ENGL - English. A 'Back' button is visible at the bottom left of the form.

Select the course you would like to learn more about under the “Course” menu. Keep on mind some classes will require you to pick a “Topic” as well.

Add Course

By Subject | Search By Section Attribute



Attribute: General Education

Value: Arts (GEP)

Subject: ART - Art

Course: Select Course

- 101 Design: Two-Dimensional
- 104 Drawing II
- 171 Survey of Asian Art II



Once course is selected, you can view the course description. If the course is one you would like to see if it fits into your current schedule, select “Add Course”.

Add Course

By Subject | Search By Section Attribute

Attribute: General Education

Value: Arts (GEP)

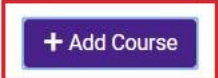


Subject: ART - Art

Course: 171 Survey of Asian Art II

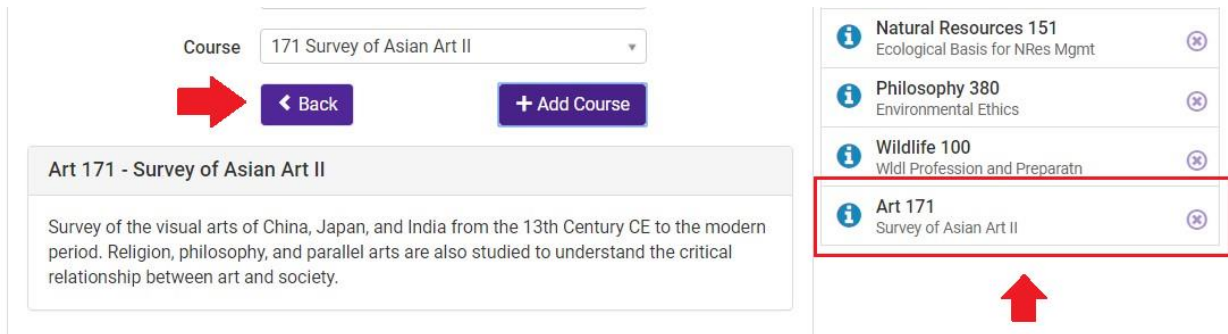
[← Back](#) [+ Add Course](#)

Art 171 - Survey of Asian Art II

Survey of the visual arts of China, Japan, and India from the 13th Century CE to the modern period. Religion, philosophy, and parallel arts are also studied to understand the critical relationship between art and society.



You know you added the course successfully when you see it listed on the right-hand list of courses. Select “Back” to return to the “Plan Schedule” menu for Schedule Builder.



Course: 171 Survey of Asian Art II

Back Add Course

Art 171 - Survey of Asian Art II

Survey of the visual arts of China, Japan, and India from the 13th Century CE to the modern period. Religion, philosophy, and parallel arts are also studied to understand the critical relationship between art and society.

- Natural Resources 151
Ecological Basis for NRes Mgmt
- Philosophy 380
Environmental Ethics
- Wildlife 100
Wldl Profession and Preparatn
- Art 171
Survey of Asian Art II**

For more information on how to form a schedule, please visit the [Course Registration](#) page on our website.

Contact your adviser if you have any questions or need additional assistance!

