School of Health Care Professions
Advising
Tools for Success

- Advising and Registration
  - Meet with Academic Advisor
  - acesSPoint
- Calculating my GPA
- Use Student Services and get involved with student groups
acesSPoint

- accesSPoint Helpful Information
  https://www.uwsp.edu/acadaff/accesspoint/help/Pages/default.aspx?
  Classification=Students

- Registration – Enrollment Appointment
- Schedule Builder
- Search for Classes
See Profile, Tasks, My Classes, Search for Classes and more

If any Holds are listed, make sure you click here to find out what they are. **Holds may prevent you from being able to register.**

To start building your schedule, view your Shopping Cart, and register for classes, **click on My Classes.**

Use the Class Search to see an overview of all courses being offered by semester.
 accessingPoint: My Classes

Welcome to My Classes
This is where you will be able to manage your current and future classes.

Use the Schedule Builder to find combinations of your classes that all work together.

Your Shopping Cart will show the classes you’ve selected. Having classes in your shopping cart does not guarantee you a seat in the class, but is the first step in registering.

Your Enrollment Appointment time is listed here.
Finding your Registration/Enrollment Appointment Time

If more than one term displays, choose which one you want to work with and click continue.
Finding your Registration/Enrollment Appointment Time

A “Shopping Cart Appointment” is when your shopping cart opens up for that term.

Every session that exists for the selected term displays below. The appointment times will be the same for each session.

Scroll down the page to see your Enrollment Appointment time
Finding your Registration/Enrollment Appointment Time

<table>
<thead>
<tr>
<th>Session</th>
<th>Appointment Begins</th>
<th>Appointment Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Academic</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>Twelve Week</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>Two Week</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>Three Week</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>Four Week</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>Four Week - First</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>Four Week - Second</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>Six Week - First</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>Six Week - Second</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>Six Week - Third</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>8 Week</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>Eight Week - First</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
<tr>
<td>Eight Week - Second</td>
<td>March 9, 2017</td>
<td>April 2, 2017</td>
</tr>
</tbody>
</table>

The “Enrollment Appointment” is when you can begin registering for classes. (It stays open until the start of classes)

The end day and time only refers to the end of assigned appointment times. (Last assigned enrollment appointment – first-years with least seniority)

“Open Enrollment” refers to the time period after all assigned appointment times are over. You can still register after that point. You will notice that the open enrollment period opens as soon as your enrollment appointment ends.
1. Log Into accesSPoint
   Go to https://accesspoint.uwsp.edu
   Click Log In

2. Within accesSPoint
   Click My Classes
   Click Schedule Builder

3. ADD COURSES
   To Take Next Term

4. ADD BREAKS
   To Block Off Times
   For No Class

5. GENERATE
   All Possible Schedules

6. VIEW
   To See Each Schedule

7. SEND TO SHOPPING CART
   From the "View" Screen, Click the "Shopping Cart" Button to Begin Registration!
### Schedule Builder

#### Courses
- ENGLISH-101
- BIOLOGY-102
- ACCOUNTING-116
- MATHEMATICS-116

#### Breaks
- WORK: MWF - 9:00-11:00

#### Generate Schedules
- **View 1**: ACC116-2, BIO102-3, ENG101-1, MTH109-7
- **View 2**: ACC116-1, BIO102-5, ENG101-7, MTH109-2
- **View 3**: ACC116-3, BIO102-5, ENG101-4, MTH109-1
- **View 4**: ACC116-4, BIO102-2, ENG101-1, MTH109-4
- **View 5**: ACC116-2, BIO102-1, ENG101-3, MTH109-5
- **View 6**: ACC116-2, BIO102-4, ENG101-2, MTH109-3
Schedule Builder
Schedule Builder

Courses

- ENGLISH-101
- BIOLOGY-102
- ACCOUNTING
- MATHEMATICS

Generate Schedule

View 1
View 2
View 3
View 4
View 5
View 6

M T W TH F
8 9
10
11
12
1pm
2pm
3pm
4pm

M T W TH F
8
9
10
11
12
1pm
2pm
3pm
4pm

M T W TH F
8
9
10
11
12
1pm
2pm
3pm
4pm

M T W TH F
8
9
10
11
12
1pm
2pm
3pm
4pm
Schedule Builder
Schedule Builder Tips

Course Status: Open Classes Only

Locations: All Locations Selected

Sessions: All Sessions Selected

Term: 2018 Winterim

Instruction Modes: All Instruction Modes Selected

ID: 11318636

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses

Add the courses you wish to take for the upcoming term.

Breaks

Add times during the day you do not wish to take classes.

Schedules

Generate Schedules

Advanced Options

View Schedules
Schedule Builder – Find Options for GEP

Add Course

Search By Section Attribute

Courses

Choose a Course and click Add Course

Subject: Select Subject
Course: Select Course

Back

Add Course
Schedule Builder – Find Options for GEP

Add Course

By Subject | Search By Section Attribute | My Planner
---|---|---

Attribute: General Education
Value: Arts (GEP)
Subject: EDUC - Education
Course: 335 Adv Analysis of Modern Media

Courses

Choose a Course and click **Add Course**

Education 335 - Adv Analysis of Modern Media

Advanced investigation and appreciation of new media, including video games and web videos. Applying interdisciplinary perspectives. Investigation of implications for adolescent development.
If more than one term displays, choose which one you want to work with and click continue.
There are three different ways to add classes to your Shopping Cart.

If you know the 6-digit class number (viewable in class search), you can enter it here.

Add a class using Class search

Use Schedule builder
Shopping Cart and Registration

Once your enrollment time arrives, click Enroll to finish the registration process.
Once your enrollment time arrives, click Enroll to finish the registration process.
Be Resourceful!

Check **accesSPoint Help** for answers to many of your questions
Tools for Success

• Advising
  – Need Advisor authorization to register
  – Instructions to arrange a meeting with your advisor will be given via your UWSP email
  – In SHCP, sign-up online for an advising appointment
    • Google doc link sent in email to you
  – Course registration, but also career, graduate, and professional school advising too
What Do I Do Before My Advising Appointment?

- Be familiar with the requirements for your major
- Review the course Timetable and prepare a tentative schedule of courses
- Take note and list any approvals needed from your adviser and/or department chair(s)
- Write down questions you may have
What Do I Do After My Advising Appointment?

• Prepare a schedule and be ready to adjust courses or sections based upon availability

• Watch Timetable for seat availability or Permission Required (PR) additions (PR addition usually means the course is closed and a waiting list has been started)

• Pay deposit(s), $100 for each term, and take care of any additional “holds”
Registration

• Register on assigned date and time
  – Registering late can impact seat availability
  – If needed, get on waiting list(s)
    • Each department manages waiting lists differently
    • Only the departments/instructors that teach the course can give permissions to overenroll
    • Register for an alternate course just in case!

• Contact adviser if you have registration issues
Questions?
Tools for Success

• Calculating my GPA
  – Understanding credits/points relationship
  – My online GPA calculator
    https://mypoint.uwsp.edu/regrec/regrec069/
## Letter Grade to Points Conversion

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

(It is better to drop a course than to receive a D or F.)
Higher Credit Courses Impact Your GPA More

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade</th>
<th>Point</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>5</td>
<td>C</td>
<td>2.00</td>
<td>10.00</td>
</tr>
<tr>
<td>PSYCH 110</td>
<td>3</td>
<td>B</td>
<td>3.00</td>
<td>9.00</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
<td>A</td>
<td>4.00</td>
<td>12.00</td>
</tr>
<tr>
<td>HS 295</td>
<td>2</td>
<td>A</td>
<td>4.00</td>
<td>8.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
<td></td>
<td><strong>3.00</strong></td>
<td><strong>39.00</strong></td>
</tr>
</tbody>
</table>

39.00 Total Points/13 Total Credits = 3.00 GPA
If a Course is going poorly.....

• Drop the course
  – W-drop from 8th day through the 10th week of the semester (deadline is Nov. 10, 2017)
  – Drop Form at https://www.uwsp.edu/regrec/Documents/Add%20Drop%20Form%20Semester%20I.pdf
  – Better to have a “W” than a D+, D or F

• If a D+, D, or F grade is earned
  – Repeat the course
  – Repeat grades replace original in UWSP GPA
Tools for Success

- Use Student Services and get involved with student groups
Campus Resources

• Ask for help!
• The Student Academic Advising Center website lists campus resources available to all students:
  www.uwsp.edu/advising/Pages/Student%20Resources/Helpful%20Campus%20Offices/default.aspx

Examples:
  o Career Services - Assessments and Career Counseling
  o Counseling Center
  o Multicultural Student Information
  o Disability Services and Assistive Technology Center
  o Student Volunteer and Employment Opportunities
  o Student Organizations
  o Tutoring-Learning Center
    o Offers tutoring in most GEP Requirements
Get Involved

• Students in campus organizations and activities are academically more successful
• Show future employers, graduate, and professional schools that you have team player and leadership abilities
• Campus Activities and Student Engagement:

https://www.uwsp.edu/centers/CASE/pages/default2.aspx
Questions?