Registering for Classes with Schedule Builder Guide

Open up AccessPoint and click on the “My Classes” tile:

Click “Schedule Builder”, then click on “Open Schedule Builder”

Select which term you are picking classes for
Select which campus you would like to attend
➢ Certain classes are only available at certain locations, so they will appear depending on which campus(es) you pick. It is best to limit your search to the Wausau Campus.

Click on “Add Course” to start picking courses

The initial settings that you picked are here (like term, location of classes, campuses you would like to attend etc.)
1: Pick your Subject and Course Number
2: Add the course
3: The courses you picked will appear on the side of the page
4: When you are done picking your courses, click “Back” to exit that page

➢ The “Courses” section shows you which courses you have selected to see if they will fit into a schedule. You are not registering for courses at this point.

Once you have added your desired courses, you will then click the “Back” button (#4 in red).

Click “Generate Schedules” to create your options of schedules

View: allows you to look at a large, detailed version of that schedule
What the page will look like if you click “View”

- Note: The classes that are online will not show up in the schedule (like Health Science 301 and Health Science 320)
When you have picked your preferred schedule, open the “View” page.

1: Click “Validate” to make sure that you are eligible to take those courses.

2: Then, click “Send to Shopping Cart”, which will move your classes to the shopping cart.

➢ If you validate your courses and get a pop up saying you cannot register for the course(s), please contact your advisor.
To enroll in your courses, go back to accesSPoint and click on the “My Classes” tile to Enroll in your courses.

1: Click “Add/Drop Classes”, which will drop down a menu.

2: Click “Shopping Cart”.

3: Select which term you are enrolling for then click Continue.

Select which courses you would like to enroll in by checking the corresponding boxes.

➢ If there are any issues, it will not let you enroll in the course, and you will have to let your advisor know.

Click enroll.