

# Enroll into Classes

From the Home page of Stout's website go to the "Logins" tab at the top of the page to get to Access Stout. Then, Select "Access Stout" in the "Personal Accounts" category.

| Logins |

- Personal Accounts »
  - Access Stout
  - Activity Insight
  - Campus Card
  - Email
  - My UW
  - OrgSync

NOTE: Make sure that your web browser enables pop-ups from this site.

Log in to **Access Stout** with your **User ID** and **Password**.

1  
Login

Select **Self Service**.

2  
Select  
Self Service

Select **Student Center**.

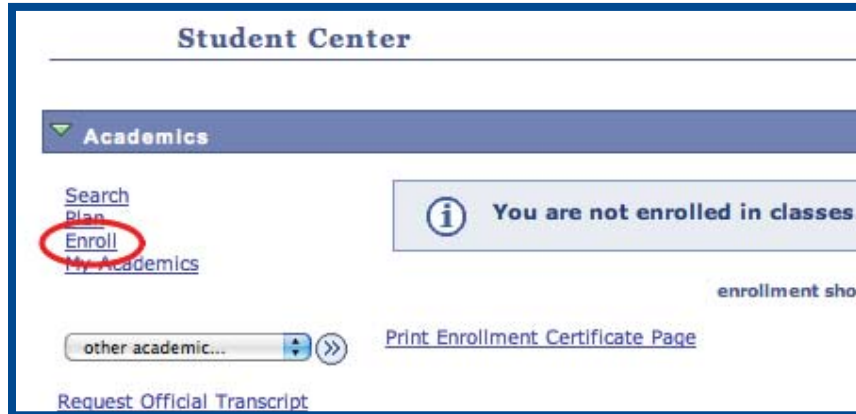
3  
Select  
Student Center

# Enroll into Classes

# 4

Select Enroll

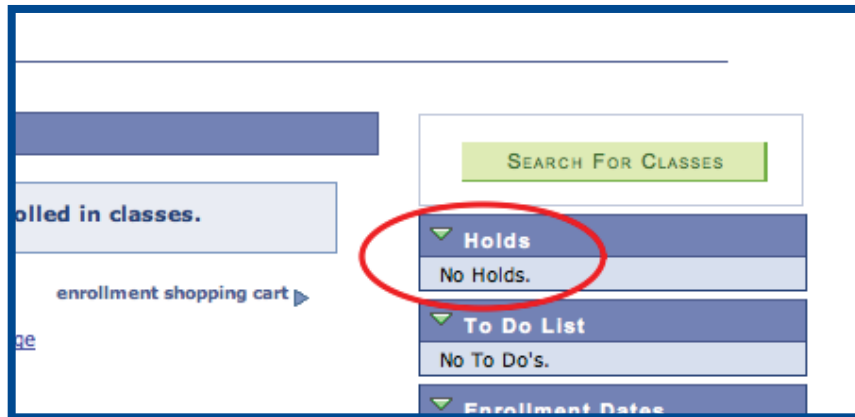
In the category *Academics*, select *Enroll*.



# 5

Check Holds

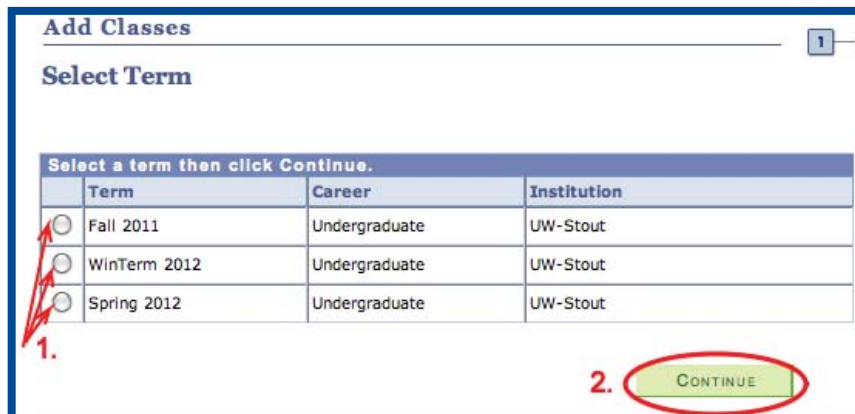
Make sure to clear all holds before enrolling into classes.



# 6

Choose Term

Choose the term you wish to register for and select *Continue*.



# Enroll into Classes

# 7

Choose Class Search

Choose **Class Search** and select **search**.

WinTerm 2012 Shopping Cart

Your enrollment shopping

Add to Cart:  
Enter Class Nbr

Find Classes

1.  Class Search  
 My Requirements  
 My Planner

2.

# 8

Search Subject

Within the drop-down menu **Course Subject** choose the subject you are searching for and select **Search**.

UW-Stout | Fall 2011

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: CHEM - Chemistry (1.)

Course Number: is exactly 136 (2.)

Course Career: Undergraduate

Show Open Classes Only  
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[Return to Add Classes](#)

# 9

Select Class

Choose a section and click within that section **select class**.

CHEM 136 - College Chemistry II

View All Sections First 1-3 of 4 Last

Section 001-LEC(2184) Status ● 2.

Session Regular

Days & Times	Room	Instructor	Meeting Dates	View Required Textbook
TuTh 9:35AM - 11:35AM	Jarvis Hall-Sci Wing RM 112	Ana Magdalena Vande Linde	01/23/2012 - 05/16/2012	<input type="button" value="View Required Textbook"/>

Section 001L-LAB(2185) Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates	View Required Textbook
Mo 12:20PM - 3:20PM	Jarvis Hall-Sci Addition RM250	Ana Magdalena Vande Linde	01/23/2012 - 05/16/2012	<input type="button" value="View Required Textbook"/>

Section 002-LEC(2187) Status ●

# Enroll into Classes

Pay attention to the prerequisites, class notes, etc.

CHEM 136-001 Lecture  Open  
CHEM 136-001L Laboratory  Open

Wait List  Wait list if class is full  
Permission Nbr   
Grading Graded  
Units 5.00

Session Regular Academic Session  
Career Undergraduate

**Enrollment Information**

- Prerequisites: take CHEM-135 or take MATH-120 and CHEM-125
- Laboratory
- Natural Sciences - Physical Sciences

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	TuTh 9:35AM - 11:35AM	Jarvis Hall-Sci Wing RM 112	Ana Magdalena Vande Linde	01/23/2012 - 05/16/2012
001L	Laboratory	Mo 12:20PM - 3:20PM	Jarvis Hall-Sci Addition RM250	Ana Magdalena Vande Linde	01/23/2012 - 05/16/2012

NOTES

**Class Notes** STUDENTS MAY INCUR INCIDENTAL EXPENSES FOR SOFTWARE.

To add this course to your shopping cart, select **Next**.

CHEM 136-001 Lecture  Open  
CHEM 136-001L Laboratory  Open

Wait List  Wait list if class is full  
Permission Nbr   
Grading Graded  
Units 5.00

Session Regular Academic Session  
Career Undergraduate

**Enrollment Information**

- Prerequisites: take CHEM-135 or take MATH-120 and CHEM-125
- Laboratory
- Natural Sciences - Physical Sciences

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	TuTh 9:35AM - 11:35AM	Jarvis Hall-Sci Wing RM 112	Ana Magdalena Vande Linde	01/23/2012 - 05/16/2012
001L	Laboratory	Mo 12:20PM - 3:20PM	Jarvis Hall-Sci Addition RM250	Ana Magdalena Vande Linde	01/23/2012 - 05/16/2012

NOTES

You receive a confirmation that this class is added to your shopping cart.

**Add Classes**

**1. Select classes to add**

To select classes for another term, select the term and click Change. If satisfied with your class selections, proceed to step 2 of 3.

**CHEM 136 has been added to your Shopping Cart.**

Spring 2012 | Undergraduate | UW-Stout **change term**

# 10

Check Prerequisites

# 11

Add to Shopping Cart

# 12

See Confirmation

# Enroll into Classes

To continue the enrollment process, select **Proceed To Step 2 Of 3**.

Spring 2012 | Undergraduate | UW-Stout change term

Open
  Closed
  Wait List

Add to Cart:  
 Enter Class Nbr  enter

Find Classes  
 Class Search  
 My Requirements  
 My Planner  
search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	CHEM 136-001 (2184)	TuTh 9:35AM - 11:35AM	Jarvis Hall-Sci Wing RM 112	A. Vande Linde	5.00	
	CHEM 136-001L (2185)	Mo 12:20PM - 3:20PM	Jarvis Hall-Sci Addition RM250	A. Vande Linde		

PROCEED TO STEP 2 OF 3

Select **Finish Enrolling**.

Add Classes 1 2 3

**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2012 | Undergraduate | UW-Stout

Open
  Closed
  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CHEM 136-001 (2184)	College Chemistry II (Lecture)	TuTh 9:35AM - 11:35AM	Jarvis Hall-Sci Wing RM 112	A. Vande Linde	5.00	
CHEM 136-001L (2185)	College Chemistry II (Laboratory)	Mo 12:20PM - 3:20PM	Jarvis Hall-Sci Addition RM250	A. Vande Linde		

CANCEL PREVIOUS FINISH ENROLLING

You will receive a status report with a success or error message.

my class schedule | add | drop | swap | edit | term Informatic

Add Classes 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

Spring 2012 | Undergraduate | UW-Stout

Success: enrolled
  Error: unable to add class

Class	Message	Status
CHEM 136	Error: Unable to add this class - requisites have not been met. Prerequisites: take CHEM-135 or take MATH-120 and CHEM-125	

MY CLASS SCHEDULE ADD ANOTHER CLASS

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

13  
Proceed

14  
Finish Enrolling

15  
See Status Report