How to Enroll in Continuing & Professional Education (CPE) classes using SPIRE

This tutorial will walk you through how to self-enroll in CPE classes using SPIRE (the UMass Amherst Student Information System). For more information, you can visit the link on Information Technology’s website at http://www.it.umass.edu/support/spire/enroll-classes-using-spire or contact us at regoff@cpe.umass.edu, 413-545-3653 or 800-922-8211.

Step one:
- Log into Spire at www.spire.umass.edu using your NetID and password.

Step two:
- In order to enroll in CPE classes, you must first have a CPE enrollment appointment for the term for which you would like to enroll. You can verify that you have an appointment by navigating to Main Menu > Enrollment > Summer/Wtr/Non-deg Enroll Appt from the top menu. If you have an existing appointment, it will show in the Active Enrollment Appointments table in the middle of the page. NOTE: CPE enrollment appointments are identified by the CPE (Continuing Education) Session. If you do not see a CPE enrollment appointment and would like further instructions on how to obtain one, please refer to the Obtaining a CPE Self-Enrollment Appointment in SPIRE tutorial at www.umassulearn.net/registration-info.

Step three:
- If you have a CPE enrollment appointment, you should navigate to Main Menu > Enrollment > Add Classes from the top menu.

Step four:
- Choose a term and click Continue.

Step five:
- If you already know the 5-digit class number you can enter it and then click ‘Enter.’ You will now see the class details. Class fees as well as Add/Drop dates and refund information can be found under the Notes area.

Step six:
- If you do not know the 5-digit class number, you may click ‘Search’ under ‘Find Classes’ to search for a class. For further instructions on how to search for CPE classes in SPIRE, please refer to the Searching for Continuing & Professional Education (CPE) classes in SPIRE tutorial at www.umassulearn.net/registration-info.

Step seven:
- On the Search Results page, either click the green “Select Class” button or click the Section to see more details about the class (e.g. Class fees, description, restrictions) and then click the green “Select Class” button. NOTE: When identifying classes, please pay close attention to the Session. CPE classes always have a Session which begins with “CPE”.

Step eight:
- On the ‘Select Classes to Add - Enrollment Preferences’ Page, you have several options.
  o If a class is closed and a waitlist is available, you can add yourself to this waitlist. Click the ‘Wait List’ check box to add yourself to a waitlist if available.
  o Leave the Permission Nbr field blank as it does not apply to CPE classes.
  o If applicable, use the Grading drop-down list to select a different grading basis (e.g., Elective Pass/Fail Grading).
  o If a class is a variable-credit classes, in the Units drop-down list, select the number of credits you wish to take for this class.
Step nine:

- Click Next to add the class to your shopping cart.

Step ten:

- Click ‘Select’ next to the classes in your cart that you wish to enroll in. Once you have done that, click ‘Enroll.’

Step eleven:

- Verify that the classes that you wish to enroll in are correct and then Click ‘Finish Enrolling.’

Step twelve:

If you are enrolled, you will receive a success message. If you were unable to enroll, you will receive an ‘Error’ message indicating why you were unable to enroll in the class.

If you have any questions or issues, contact the CPE Registration Office at regoff@cpe.umass.edu or 413-545-3653 or 800-922-8211 for assistance.