Getting Started

This quick start guide includes brief descriptions of the major transactions in Wolverine Access and the basic steps to accomplish them. Step-by-step instructions appear in black boxes. The topics covered in this guide include:

- Wolverine Access Log In
- Online Help
- Personal Information
- Registration:
  - Registration Appointments
  - Registration Terminology
  - Search for a Class
  - Add, Modify, Swap, or Drop a Class
  - My Class Schedule
- Grades and Transcripts
- Financial Information
- Timed Out
- Log Out

Note: It is important to remember to log out of Wolverine Access once you complete all of your tasks.

Wolverine Access Log In

Wolverine Access log in is a two step process that includes launching your Internet browser to access the Wolverine Access web site and authenticating to Wolverine Access.

Step One -- Accessing the Wolverine Access web site:

1. Launch Internet Browser (e.g., Netscape)
2. Internet address: wolverineaccess.umich.edu

The Wolverine Access home page provides a menu with the following four items:

- Students
- View U-M Course Catalog
- Human Resources
- Frequently Asked Questions

Click Students to view the Students menu.
Wolverine Access Log In (continued)

The **Students** menu provides a menu with the following three items:

- View Student Records
- View U-M Course Catalog
- Frequently Asked Questions

For **View U-M Course Catalog** and **Frequently Asked Questions** you do not need authenticated access. To **View Student Records**, you must have a UM uniqname and a Kerberos password to provide you with authenticated access. Authentication verifies to the system that you are who you say you are.

**Step Two -- Authenticating to Wolverine Access:**

1. Click **View Student Records**
2. To log in, type your **uniqname** and **password**
3. Select a Term (e.g., Fall 2001) and **Academic Career**

**Note:** Once you have completed all of your tasks in Wolverine Access please be sure to log out.

**Online Help**

Online Help allows you to access help from each page in Wolverine Access. A help button, along with contact information, displays in the lower right corner of most web pages.

**Using Online Help:**

Click **Help** in the lower right corner of the web page

**Personal Information**

**Personal Information** allows you to update or add billing, current, and permanent addresses and phone numbers. If you are a University employee you cannot delete your current address. If you are a non-resident alien, you cannot delete your current address.

As an employee, you have the option to request that your current address not appear in the Faculty/Staff Directory. The Current Address field has a checkbox (**HR-Do Not Publish in Faculty/Staff Directory**) that when checked indicates that your current address will not appear in the Faculty/Staff Directory.

**Updating Your Address & Phone Number:**

1. Click **Personal Information**
2. Click **Address and Phone Number**
3. Click **Revise/Delete Address** for the type of address you would like to change
4. Update relevant fields
Student Orientation
Wolverine Access Quick Start Guide

Registration

Registration enables you to view your registration appointment, complete a class search, add, modify, swap, and drop a class.

Registration Appointments

- Registration Appointment information is sent, via email, to inform you when registration appointments can be viewed in Wolverine Access.
- Registration Appointments can be viewed via Wolverine Access.
- You may register on or after your appointed time, not before.

Viewing your Registration Appointment:

1. Click Registration
2. Click Appointment

Registration Terminology

You may also view these definitions in electronic format at www.umich.edu/~regoff/timesched or in the printed time schedule.

- COURSE TITLE: Name of the course (e.g., Calculus I)
- CAT#: Catalog number of the course (e.g., 123)
- CR: Number of credit hours or range of credit hours for the course (e.g., 1.0 - 4.0)
- PREREQ: Suggested prerequisites
- CROSSLIST: "X" indicates this course is cross listed with another course
- LAB FEE: Fee associated with the course or class
- CLASS #: A unique identifier needed to register for the class
- CMP: Component (e.g., lecture, discussion, laboratory, seminar, recitation, or independent study)

- CODES: Class Enrollment Identifier
  A  Auto-enroll section
  P  Primary section for enrollment
  S  Secondary section for enrollment
  D  Permission from department is needed to register
  I  Permission from instructor is needed to register
  R  Enrollment entry restriction (Hon, Bus Ad, JR)
  W  Waitlist is allowed once the class closes
Search for a Class

- Check the U-M Schedule of Classes which is available in printed format or electronically at www.umich.edu/~regoff/timesched. Information contained in the printed format of the *time schedule is subject to change.*
- Some Schools/Colleges have their course guides online.
- Wolverine Access Class Search Options:
  - You may search for a class by Class Number (e.g., 12345).
  - You may search for a class by Subject (e.g., Engineering).
  - You may search for a class by Subject Code and Catalog Number (Subject Code is next to the Subject description in the Schedule of Classes e.g., Manufacturing MFG).

Wolverine Access Class Search:
1. Click **Search for Classes**
2. Type in the specific **Class Number** (e.g., 12345)
3. Click **Class Number**
   OR
1. Type in the **Subject Code** (e.g., MFG), **Catalog Number**
2. Click **Subject Code - Catalog Number**
   OR
1. Type in a **Subject Description** (e.g., Arch), leave the field blank to view all subjects, or enter at least one character to narrow your search.
2. Click **Subject Desc**

Add, Modify, Swap or Drop a Class

Add enables you to add a class to your schedule. Modify enables you to change the class options, which include grading basis, and variable credit. To change the requirement designation (e.g., ULWR) for a specific class, choose the Select writing requirements menu. Swap replaces one class for another. Drop enables you to remove a class from your schedule.

**Note:** The preferred method for finding a class number is to use the **Search for Classes** method above instead of the **Browse** feature. The Browse feature is slower and does not always show accurate information. You may have to scroll or resize the columns to view all of the information.
Add, Modify, Swap or Drop a Class (continued)

Add a Class:
1. Click **Register for Classes**
2. Click **Add**
3. **Select Class** dialog box
   Enter a class number
   OR
   If class number is unknown, search via **Search for Classes** (Do not use the **Browse** Feature)
4. **Select Class** dialog box (continued)
   Enter the class number
   Click **Next**
5. **Class Options** dialog box
   Update/Change grading basis, variable credit, waitlist status, and time conflict if appropriate or necessary
   Click **Next**
6. **Confirmation** dialog box
   Confirms the class for which you are registering
   Click **Next**
7. **Progress** dialog box
   Verifies that the request was accepted
   Click **Finished**
Repeat as needed

Modify a Class:
1. Click **Register for Classes**
2. Highlight primary component of the class you wish to **Modify**
   Click **Modify**
3. **Class Options** dialog box
   Change the **Grading Basis** or **Hours**
   Click **Next**
4. **Confirmation** dialog box
   Click **Next**
5. **Progress** dialog box
   Click **Finished**
Add, Modify, Swap or Drop a Class (continued)

Swap a Class:
1. Click **Register for Classes**
2. Highlight primary component of the class you wish to **Swap**
3. Click **Swap**
4. **Select Class** dialog box
   Enter the class number in the **Change Class To** field
   Click **Next**
5. **Class Options** dialog box
   If appropriate, modify class option information
   If appropriate, enter new related class number
   Click **Next**
6. **Confirmation** dialog box
   Verify course changes
   Click **Next**
7. **Progress** dialog box
   Verify that the request was accepted
   Click **Finished**

Drop a Class:
1. Click **Register for Classes**
2. Highlight primary component of the class you wish to **Drop**
3. Click **Drop**
4. **Confirmation** dialog box
   Click **Next**
5. **Progress** dialog box
   Click **Finished**

My Class Schedule

Viewing a class schedule displays your class schedule for the term and academic career selected.

**Viewing My Class Schedule:**
1. Click **My Class Schedule**
2. Click **Class Schedule**
3. View/Print your class schedule
Grades and Transcripts

Grades display a grade report for the term and academic career that you select. You may view your cumulative grade point average and credits. Transcripts allow you to view and print an Unofficial Transcript or to order an Official Transcript.

Viewing Your Grades:
1. Click Grades & Transcripts
2. Click Term Selected or click Cumulative GPA & Credits
3. Grades and Statistics for each Career must be viewed separately

Viewing and Printing Your Unofficial Transcript:
1. Click Grades & Transcripts
2. Click View Unofficial Transcript
3. Click Process Unofficial Transcript

Ordering Your Official Transcript:
1. Click Order Transcript and follow instructions on the screen

Financial Information

You may view all financial transactions made to your student account for the term selected. This includes account information (charges, payments and credits), financial aid disbursement, financial aid package, financial aid document status, and service indicators.

Viewing Your Account Information:
1. Click Financial Information
2. Click Account Information
3. Click Account Information

Viewing Financial Aid Disbursement:
1. Click Financial Information
2. Click Disbursed Aid
3. Click Disbursed Aid
### Financial Information (continued)

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<td>A service indicator identifies actions placed on your account (e.g., past due account balance)</td>
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### Timed Out

The system "times out" after 7 minutes of inactivity. It may "time out" if one of the following situations occur:

- You stop working in Wolverine Access and your session becomes inactive.
- Your computer takes too long to process a transaction.

If you receive an error message that says you've been "timed out," but you still have work to do in Wolverine Access, please log out, log back in, and try your transaction again.

### Log Out

When your tasks are complete in Wolverine Access, you must log out. If you do not log out of authenticated access to Wolverine Access, you may still be active in Wolverine Access when you close your Internet browser.

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<td>2. Click <strong>OK</strong></td>
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