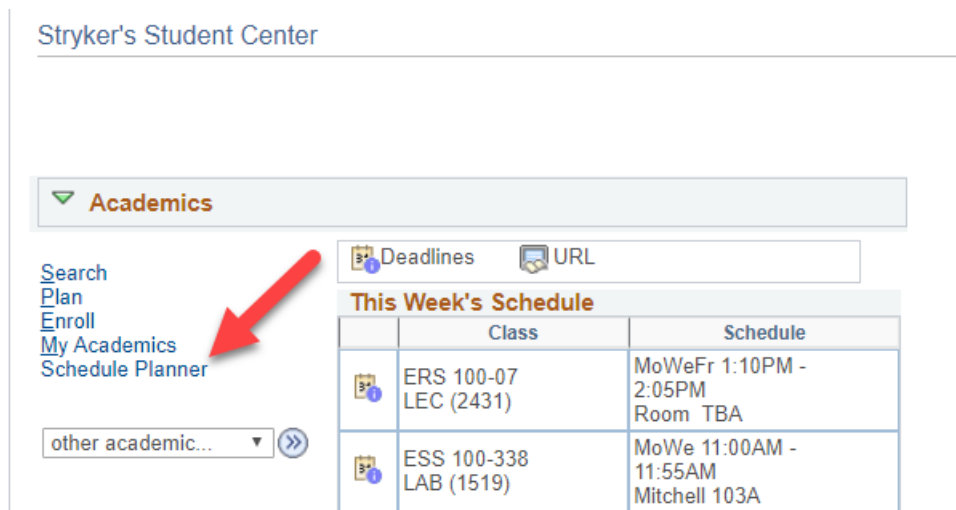


How to Register for a Class using Schedule Planner

**If you already have your schedule ready for registration, skip ahead to step 14.

1. Click the **Schedule Planner** link under the Academic section of your Student Center. A new window/tab will come up. If you are taken to a page with a green button that says **Open Schedule Planner**, click on that button.



Stryker's Student Center

Academics

Search
Plan
Enroll
My Academics
Schedule Planner

other academic... >>

Deadlines URL

This Week's Schedule

	Class	Schedule
	ERS 100-07 LEC (2431)	MoWeFr 1:10PM - 2:05PM Room TBA
	ESS 100-338 LAB (1519)	MoWe 11:00AM - 11:55AM Mitchell 103A

2. Select the term that you are registering for and click the red **Save and Continue** button.

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

UNIVERSITY of WISCONSIN
LA CROSSE

Select Term

Term

- Summer 2020
- Fall 2020

✓ Save and Continue

- Note the various filters at the top of the screen and make sure everything is correct before searching for classes. These filters affect which courses you will find when you use the **Add Course** button. For example, you can change the **Instruction Mode** filter to limit your results to online classes only.

UNIVERSITY of WISCONSIN
LA CROSSE

Course Status	Open Classes Only	Change	Term	Fall 2020	Change
Sessions	All Sessions Selected	Change	Instruction Modes	All Instruction Modes Selected	Change

- Click **+Add Course** to search for courses.

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LA CROSSE

Plan Schedule | Shopping Cart (0) | Current Schedule (0) | Help | Sign out

Course Status	Open Classes Only	Change	Term	Fall 2020	Change
Sessions	All Sessions Selected	Change	Instruction Modes	All Instruction Modes Selected	Change

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

SWAP

Courses

+ Add Course

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

Breaks

+ Add Break

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

Schedules

Generate Schedules

Advanced Options | **View Schedules**

- Use the course filters to find your course.
 - Course Attributes** allow you to search within categories of the General Education Program. You can choose multiple categories to search at once.

- b. **My Planner** helps you to find courses you have already put term by term into the Academic Planner in your WINGS Student Center.
- c. If the course has a **topic**, you must select a topic as well. You can only add one topic at a time. To search multiple topics, you must add the course multiple times.

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

Add Course

By Subject Search by Course Attribute My Planner Search By Instructor

Subject HIS - History

Course 110 - World History

Topics Art and Literature

Done Add Course

History 110 - World History

This course examines world history using a specific theme. The course is global in scope from ancient times to the present and covers a minimum of three civilizations. Instructors trace the development of one theme over multiple historical periods and places in the world.

Courses

- GEO 110 World Cultural Regions
- MTH 123 Math for Decision Making
- HPR 105 Hlthy Actv Lifestyl

6. Click **+Add Course** to add course to your selections. They will appear on the right when added. Click **Done** when you have added all the courses you want.

Subject HIS - History

Course 110 - World History

Topics Art and Literature

Done Add Course

History 110 - World History

This course examines world history using a specific theme. The course is global in scope from ancient times to the present and covers a minimum of three civilizations. Instructors trace the development of one theme over multiple historical periods and places in the world.

World Cultural Regions

- HPR 105 Hlthy Actv Lifestyl
- MTH 123 Math for Decision Making

- Back on the **Plan Schedule** page, the courses you added are now listed under **Courses**.
- Use the **+Add Breaks** to build times into your schedule in which you don't want any classes, such as lunchtime, work, or practice.

The screenshot shows the 'Plan Schedule' interface. On the left, under 'Courses', there is a list of courses: GEO 110 (World Cultural Regions), HIS 110 (World History, Topic: Art and Literature), HPR 105 (Hlthy Actv Lifestyl), and MTH 123 (Math for Decision Making). Each course has a 'Select All' checkbox, an 'Options' gear icon, an information icon, a lock icon, and a delete icon. A '+ Add Course' button is at the top right of the Courses section. On the right, under 'Breaks', there is a 'Practice' break scheduled for MTWThF - 3:30pm to 5:30pm. It has a 'Select All' checkbox, an 'Edit' gear icon, and a delete icon. A '+ Add Break' button is at the top right of the Breaks section and is circled in yellow.

- Click **Generate Schedules**. Schedule Planner uses all available sections of a course to build you a list of possible schedules. If the list of schedules is too big to choose from, you can narrow your results by clicking on the **Options** gear icon next to a class and selecting only specific sections.

This screenshot shows the 'Plan Schedule' page with the 'Schedules' section visible. The 'Courses' and 'Breaks' sections are at the top, with the '+ Add Break' button circled in yellow. In the 'Schedules' section, the 'Generate Schedules' button is highlighted with a red arrow. To its right are 'Advanced Options' and 'View Schedules' buttons. Below the 'Generate Schedules' button, a green notification bar states 'Generated 936 Schedules' and is circled in yellow. Below the notification bar, there are two schedule preview cards. The first card shows 'View 1' with a magnifying glass icon and a list of course IDs: 'Practice, 110-GEO-01, 110-HIS-21, 105-HPR-02, 105-HPR-11D, 123-MTH-411'. The second card shows 'View 2' with a magnifying glass icon and a list of course IDs: 'Practice, 110-GEO-03, 110-HIS-22, 105-HPR-01, 105-HPR-13D, 123-MTH-411'.

Geography 110

World Cultural Regions

Please select the classes you wish to include.

Enabled (2 of 4) Advanced Filters

<input type="checkbox"/>	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits
<input checked="" type="checkbox"/>	01	LEC	45	John Kelly	MWF 9:55am - 10:50am	La Crosse	3
<input checked="" type="checkbox"/>	02	LEC	40	Georges Cravins	TTh 9:25am - 10:50am	La Crosse	3
<input type="checkbox"/>	03	LEC	40	Georges Cravins	TTh 12:40pm - 2:05pm	La Crosse	3
<input type="checkbox"/>	411	LEC	25	Daniel Sambu		La Crosse	3

Back Save & Close

10. Back on the main **Plan Schedule** page, click **Generate Schedules** again. Then hover over the magnifying glass to get a quick view of your schedule. Click on **View** to get a more detailed look.

Schedules

Advanced Options View Schedules

Generate Schedules

Generated 48 Schedules X

	M	T	W	Th	F	
View 1						21, 105-HPR-01, 105-HPR-11D, 123-MTH-01
View 2						22, 105-HPR-01, 105-HPR-13D, 123-MTH-01
View 3						22, 105-HPR-01, 105-HPR-14D, 123-MTH-01
View 4						22, 105-HPR-01, 105-HPR-15D, 123-MTH-01
View 5						22, 105-HPR-01, 105-HPR-16D, 123-MTH-01
View 6						<input type="checkbox"/> Practice, 110-GEO-02, 110-HIS-22, 105-HPR-01, 105-HPR-21D, 123-MTH-01
View 7						<input type="checkbox"/> Practice, 110-GEO-02, 110-HIS-22, 105-HPR-01, 105-HPR-22D, 123-MTH-01

11. In your potential schedule, use the **Lock** icon in the class information section or on the section in the grid for sections you want to keep. This will narrow down your selection of schedules even further. If you change your mind, click the icon again to unlock.

Back
Print
Email
Validate
Send to Shopping Cart
Schedule 3 of 48

You are viewing a potential schedule only and you must still register. ✕

Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits
Not Enrolled	1637	GEO	110	02	40	TTh 9:25am - 10:50am	09/08/2020 - 12/15/2020	3
Not Enrolled	3605	HIS	110	22	32	MWF 12:05pm - 1:00pm	09/09/2020 - 12/16/2020	3
Not Enrolled	1725	HPR	105	01	385	MW 9:55am - 10:50am	09/09/2020 - 12/16/2020	0
Not Enrolled	1730	HPR	105	14D	32	F 7:45am - 8:40am	09/11/2020 - 12/11/2020	3
Not Enrolled	3282	MTH	123	01	35	MTWTh 11:00am - 11:55am	09/08/2020 - 12/16/2020	4
								13

Week 2 (09/14/2020 - 09/21/2020)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
GEO 110															
HIS 110															
HPR 105															
HPR 105															
MTH 123															

	Monday	Tuesday	Wednesday	Thursday	Friday
7am					
7:15					
7:30					
7:45					
8am					HPR-105 Ali Berry
8:15					
8:30					
8:45					
9am					
9:15		GEO-110		GEO-110	
9:30					

12. After locking a class, any new schedules generated will keep that specific class section. If you return to the first page and add/remove courses, the locked class will remain in the potential schedules you generate until unlocked.

Courses

Select All ✕

- GEO 110 World Cultural Regions Options ✕
- HIS 110 World History Topic: Art and Literature Options ✕
- HPR 105 Hlthy Actv Lifestyl Options ✕
- MTH 123 Math for Decision Making Options ✕

Breaks

Select All ✕

- Practice MTWThF - 3:30pm to 5:30pm Edit ✕

13. Creating Favorite Schedules: Click on the "Favorites" heart icon at the top to save a schedule. You can save multiple schedules as favorites.

Tip: Have several Favorite schedules saved to give yourself more options on your day of registration. Set them up ahead of time and then wait until the day of your registration appointment to send your preferred schedule to the shopping cart. This makes it easy to see whether seats are still available in your preferred schedules and saves time if you need to make changes because you won't need to drop classes out of the shopping cart first to generate new schedules.

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

Potential Schedule

Back Print Email Validate Send to Shopping Cart

Schedule 2 of 14

You are viewing a potential schedule only and you must still register.

Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
--------	---------	---------	--------	---------	------------	----------------------	-------	---------	------------------

- Enter a name to help keep track of which saved schedule is which. Click OK when done.

What name would you like to give this Schedule?

CHM Lab Wed @ 2:15-5:20 pm Schedule

Cancel OK

- You can have as many favorites as you want, and you can return to edit them from the Plan Schedule page.

Schedules

Generate Schedules

Favorites 3 Advanced Options View Schedules

View	+	<input type="checkbox"/>	CHM Lab Wed @ 2:15-5:20 pm Schedule 103-CHM-40, 103-CHM-43D, 103-CHM-44L, 110-HIS-20, 200-PH-02	✎ ✕
View	+	<input type="checkbox"/>	CHM Lab Mon @ 2:15-5:20 pm Schedule 103-CHM-10, 103-CHM-11D, 103-CHM-12L, 110-HIS-20, 200-PH-01	✎ ✕
View	+	<input type="checkbox"/>	CHM Lab Tues @ 7:45am-10:50 pm Schedule 103-CHM-10, 103-CHM-11D, 103-CHM-13L, 110-HIS-20, 200-PH-01	✎ ✕

- c. Note: saving a Favorite schedule **does not** reserve you a seat in the class.
- d. Once your registration appointment starts, you can review the schedule and see if there are still open seats. If one of your Favorites has a class that is full, you can move onto the next Favorite schedule and check there.

View Favorite: CHM Lab Wed @ 2:15-5:20 pm Schedule

Back Print Email Validate Send to Shopping Cart Schedule 1 of 3

You are viewing a potential schedule only and you must still register.

Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
2107	CHM	103	40	20	MWF 9:55am - 10:50am	01/24/2022 - 05/06/2022	0	In Person
Instruction Mode: In Person								
2110	CHM	103	43D	5	Th 2:15pm - 3:10pm	01/27/2022 - 05/05/2022	0	In Person
Instruction Mode: In Person								
2169	CHM	103	44L	2	W 2:15pm - 5:20pm	01/26/2022 - 05/04/2022	5	In Person
Instruction Mode: In Person								
3970	HIS	110	20	30			3	In Person
Instruction Mode: In Person								
2964	PH	200	02	0	MWF 12:05pm - 1:00pm	01/24/2022 - 05/06/2022	3	In Person
Instruction Mode: In Person								
								11

- 14. Pull up the schedule you want to register for by clicking on the **View** link next to a generated schedule or next to your **Favorite** saved schedule.
- 15. Review whether there are still seats open in the sections you want. Make changes as needed.
- 16. Once your schedule is ready, click **Send to Shopping Cart**.

Back Print Email Validate Send to Shopping Cart Schedule 3 of 48

You are viewing a potential schedule only and you must still register.

- 17. Review & validate the courses in your **Shopping Cart**. Add or drop any courses if needed by using the **Edit Cart** button.

- a. Click **Validate** to verify that you meet all the prerequisites before registering for the courses.

The screenshot shows the top navigation bar with 'Plan Schedule', 'Shopping Cart (5)', and 'Current Schedule (0)'. Below the navigation bar, the 'Shopping Cart' title is followed by buttons for 'Email', 'Validate', 'Edit Cart', and 'Register'. The 'Validate' button is circled in yellow. Below the buttons is a table with the following data:

Subject	Course	Section	Component	Day(s) & Location(s)	
	GEO	110	02	LEC	TTh 9:25am - 10:50am
	HIS	110	22	LEC	MWF 12:05pm - 1:00pm
	HPR	105	14D	DIS	F 7:45am - 8:40am
	HPR	105	01	LEC	MW 9:55am - 10:50am
	MTH	123	01	LEC	MTWTh 11:00am - 11:55am

- b. Review your results.

- i. A green check mark indicates that there should not be a problem registering for those courses.
- ii. A red indicates that there is a prerequisite, time conflict, or instructor permission issue. Read the text for further information on the error and how to resolve it.

Validate Results

- You should have no problem registering for these courses:

HPR-105, 14D, Ali Berry

- The Requirement Designation Options was set to 'YES' by the enrollment process.

GEO-110, 02, Georges Cravins

- The Requirement Designation Options was set to 'YES' by the enrollment process.

- c. To remove courses from your **Shopping Cart**, click **Edit Cart**. Check the **Remove from Cart** box next to that course and click **Save**.

- i. Be sure to take out any courses you do not want from your shopping cart before registering, as the system will try to register you in everything that is in your shopping cart.

The screenshot shows the top navigation bar with 'Plan Schedule', 'Shopping Cart (5)', and 'Current Schedule (0)'. Below the navigation bar, the 'Shopping Cart' title is followed by buttons for 'Email', 'Validate', 'Edit Cart', and 'Register'. The 'Edit Cart' button is circled in yellow. Below the buttons is a table with the following data:

Subject	Course	Section	Component	Day(s) & Location(s)
---------	--------	---------	-----------	----------------------

Edit Shopping Cart

Cancel **Save**

Course	Section	Class Settings	Actions
GEO-110	02		<input type="checkbox"/> Remove from Cart
HIS-110	22		<input type="checkbox"/> Remove from Cart
HPR-105	14D		<input type="checkbox"/> Remove from Cart
MTH-123	01		<input type="checkbox"/> Remove from Cart

- d. To add another course, go back to the **Plan Schedule** page, add another course to your list, and generate a new schedule.

18. If your shopping cart is ready and your registration appointment has started, click **Register** on the **Shopping Cart** page.

Plan Schedule **Shopping Cart (5)** Current Schedule (0) Help Sign out

Shopping Cart

Email Validate Edit Cart **Register**

19. Follow the link to read the **Terms and Conditions**, which relates to your financial obligations to the university. When finished, click the **Agree and Continue** button.

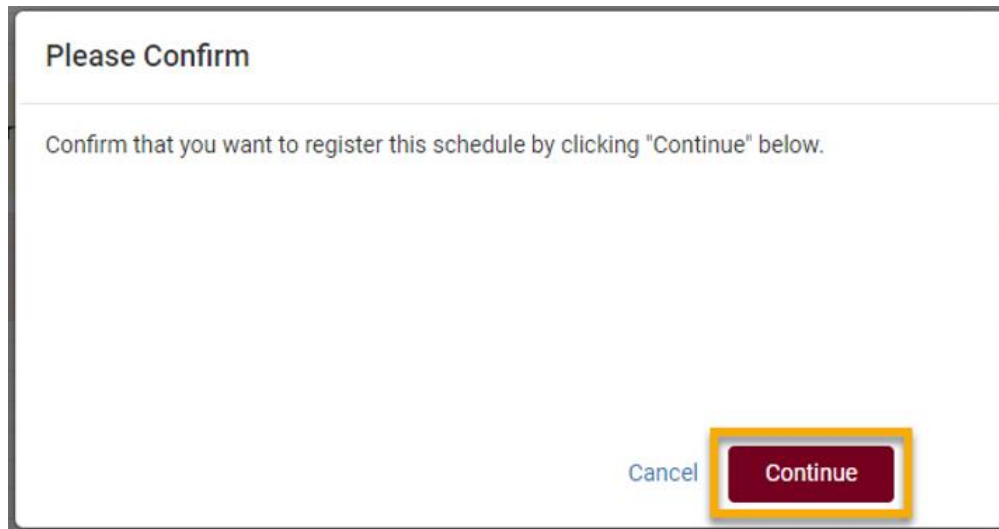
Terms and Conditions

Please follow the link to read the terms and conditions.


[Terms and Conditions](#)


Cancel **Agree and Continue**

20. Next, click **Continue** to confirm that you want to register for this schedule.




21. Review your **Registration Results**.


a. A green check mark  means you successfully registered in a course

 You have been successfully registered for the following courses.

HPR-105, 14D, Ali Berry

- Success: This class has been added to your schedule. General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information.

b. A red  means you have not successfully registered in a course. Read the text to understand why. If you need help regarding the error you received, contact the Records and Registration Office.

 You are **not** registered for the following courses.

MTH-123, 01, Andrew Pingree

- Unable to add this class - requisites have not been met., Description: Prerequisite: STAT 045 or MTH 050 or an appropriate placement test score.

22. View your schedule after you register to ensure you have successfully enrolled in **all** your desired courses. You can view this on the **Current Schedule** tab in Schedule Planner or by clicking on the **My Class Schedule** link in your WINGS Student Center.

23. To remove a course from your shopping cart, click on the Shopping Cart page and use the Edit Cart button. To add other courses to your shopping cart, go back to the Plan Schedule page.

My Current Schedule

Edit or Drop Classes

Status	Subject	Course	Section	Component	Day(s) & Location(s)
Enrolled	GEO	110	02	LEC	TTh 9:25am - 10:50am
Enrolled	HIS	110	22	LEC	MWF 12:05pm - 1:00pm
Enrolled	HPR	105	01	LEC	MW 9:55am - 10:50am
Enrolled	HPR	105	14D	DIS	F 7:45am - 8:40am
Enrolled	MTH	123	01	LEC	MTWTh 11:00am - 11:55am

Week 2 (09/14/2020 - 09/21/2020)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
GEO 110															
HIS 110															
HPR 105															
HPR 105															
MTH 123															

	Monday	Tuesday	Wednesday	Thursday	Friday
7am					
7:15					
7:30					
7:45					
8am					HPR-105 Ali Berry
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am	HPR-105 Melanie Healy	GEO-110 Georges Cravins	HPR-105 Melanie Healy	GEO-110 Georges Cravins	
10:15					
10:30					
10:45					
11am	MTH-123 Andrew Pingree	MTH-123 Andrew Pingree	MTH-123 Andrew Pingree	MTH-123 Andrew Pingree	
11:15					
11:30					
11:45					
12pm	HIS-110 Gerald Iguchi		HIS-110 Gerald Iguchi		HIS-110 Gerald Iguchi
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					
2pm					

Tip: Schedule Planner will use the courses in the Shopping Cart and the Current Schedule when generating schedules unless you uncheck the course(s) under Shopping Cart on the Plan Schedule page. Thus, if a course is no longer available or conflicts with another course, be sure to either remove the course from your shopping cart or uncheck the box next to the course on the Plan Schedule page.

Current Schedule

<input checked="" type="checkbox"/>	Status	Subject	Course	Section	Component
<input checked="" type="checkbox"/>	Enrolled	HED	345	01	LEC

Shopping Cart

<input checked="" type="checkbox"/>	Subject	Course	Section	Component	Day(s)
<input checked="" type="checkbox"/>	ART	162	01	LAB	TTh 3:55pm - 6 TTh 3:55pm - 5

Instruction Mode: In Person

Schedules

[Generate Schedules](#)

24. After registering, you may make more changes to your schedule up through the start of the term. (Deadlines are determined by the length of the class.)

- a. **To drop classes** from your schedule, click on **Current Schedule** tab in Schedule Planner. Click **Edit or Drop Classes**.
 - i. Check the **Drop** box next to the course or courses that you wish to drop.
 - ii. A window will pop up about the non-refundable registration fee and a reminder to return your textbooks.
 - iii. **Confirm**
 - iv. On the next window, click **Save**.

Tip: Be sure to check the **Edit or Drop Classes** button to get to the Drop screen. The **Drop** boxes on the Current Schedule screen are disabled.

Please Note

1. If you drop all of your classes you will still be required to pay the non-refundable \$25 Registration Fee that is assessed once per term. [Refund Schedules](#)
2. If a class is dropped at any time before the end of the day on the 5th day of classes, textbooks are required to be returned within 24 hours of dropping the class or charges will apply. Please refer to the [Textbook Services Policy](#).

Cancel **Confirm**

- v. You can also drop courses through your WINGS Student Center by clicking on the **Enroll** link, selecting the **Drop** tab, and following the directions.
 - vi. More detailed directions on swapping can be found further on in this manual.
- b. **To Swap**, go back into your WINGS Student Center by using the SWAP link on the **Plan Schedule** tab. You should be taken back into WINGS to the Enroll page in WINGS. Select the **Swap** tab. Swapping allows you to keep your seat in the class the class you are dropping in the situation where you can't get into the other class.

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Course Status	Open Classes Only	<input type="button" value="Change"/>	Term	Fall 2020	<input type="button" value="Change"/>
Sessions	All Sessions Selected	<input type="button" value="Change"/>	Instruction Modes	All Instruction Modes Selected	<input type="button" value="Change"/>

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

SWAP

- i. Make sure you are on the **Swap** tab in your WINGS Student Center. From the drop down, select one of the classes you are currently registered for to swap out.

Stryker Eagle

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

[My Class Schedule](#) | [Add](#) | [Drop](#) | **Swap** | [Term Information](#)

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2020 | Undergraduate | UW-La Crosse [Change Term](#)

Swap This Class

Select from your schedule

With This Class

Search for Class [Search](#)

----- OR -----

Enter Class Nbr [Enter](#)

[▶ My Fall 2020 Class Schedule](#)

- ii. Search for the class you want to switch into and click **Select**.
- iii. Review the swap and click **Finish Swapping** if it looks good.
- iv. Review messages. If it was successful, you will see a green checkmark. If it was not successful, you will see a red **X**. Review the error before trying to swap again.
- v. [More detailed on swapping can be found in the "Swapping in WINGS" directions.](#)

25. View your course schedule after you register to ensure you have successfully enrolled in **all** your desired courses. In Schedule Planner, that is the **Current Schedule** tab. In WINGS, that is the **My Class Schedule** link.

Please note:

- After the fifth day for Fall & Spring semesters, you need instructor permission to add their class, even if it has a seat available.
- After the tenth day, you will also need your college dean's office approval to add

a course. You will need to bring all the approvals to the Records and Registration office to be registered.

- Winter and Summer terms have shorter deadlines.
- **Overrides:** Classes that are closed or have prerequisites that need to be overridden with permission from the instructor, department, and/or dean's office, depending on what is being overridden.
 - i. Overrides can be given electronically up through the 10th day, during which time the student should login to WINGS and register themselves after getting the override.
 - ii. Closed classes will still appear closed; if you have an override, you will be able to register anyway.
 - iii. After the 10th day, any overrides have to be done on paper and have signatures of all three approvers. Add/drop slips can be found in the Records and Registration office.

Questions? If you have questions about what courses to sign up for, please contact your advisor or the Academic Advising Center in 1209 Centennial Hall or at advising@uwlax.edu. If you have a question about an error you are getting or you have trouble registering, contact the Records and Registration Office for assistance at records@uwlax.edu or 117 Graff Main Hall.