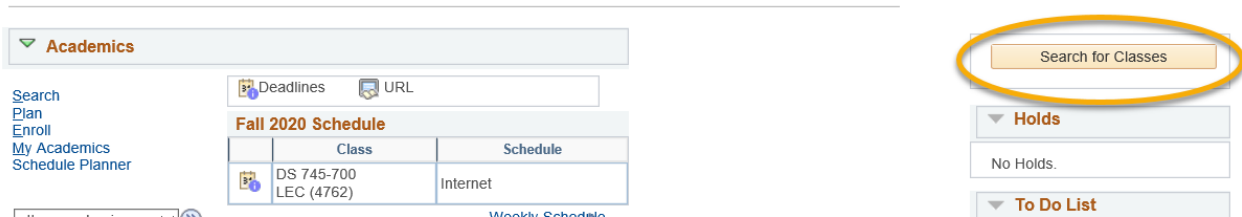# Register for a Class using WINGS - With a Permission Number

(for students in collaborative programs)

1. Click the **Search for Classes** button in the top right-hand corner of Student Center.

2. Make sure you are on the correct term and enter the appropriate search criteria.

   a. If you know the course subject and number, you can enter them in the fields.

   b. If you just know the course subject, enter that in the subject field and change the Course Career to Graduate or Undergraduate.

   c. Scroll down and click Search

3. In the **Search Results**, locate the section you are looking for. You can click on the blue section link to find more details. Or if you are ready to add it to your shopping cart, click **Select.**

		Open	☐ Closed	⚠ Wait List

New Search   Modify Search

12 class section(s) found

▼ DS 700 - Foundations of Data Science

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
4751	700-LEC UWS Collab	TBA	Internet	Jeffrey Baggett	09/08/2020 - 12/18/2020	🟢	Select

Class Notes   View Books to Buy

▼ DS 705 - Statistical Methods

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
4760	700-LEC UWS Collab	TBA	Internet	Jeffrey Baggett	09/08/2020 - 12/18/2020	🟢	Select

Class Notes   View Books to Buy

▼ DS 710 - Programming for Data Science

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
4752	700-LEC UWS Collab	TBA	Internet	Jeffrey Baggett	09/08/2020 - 12/18/2020	🟢	Select

4. The next screen is the **Add to Shopping Cart - Enrollment Preferences** screen. Locate the permission number given to you by UW System. Enter that number in the **Permission Nbr** field at the top right. Make sure the number entered is correct and click Next.

Search | Plan | Enroll | My Academics

Search for Classes | Browse Course Catalog

Search for Classes

Add to Shopping Cart - Enrollment Preferences

Fall 2020 | Graduate | UW-La Crosse
DS 705 - Statistical Methods

Class Preferences

DS 705-700   Lecture   🟢 Open

Wait List ☐ Wait list if class is full

Permission Nbr [____]

Grading Graded

Session UWSystem Collaborative Program
Career Graduate

Units 3.00

Enrollment Information

- Department Consent Required to enroll in this class
- Prerequisite: admission to MS in Data Science.

Cancel   Next

| Section	Component	Days & Times	Room	Instructor	Start/End Date
700	Lecture		Internet	Jeffrey Baggett	09/08/2020 - 12/18/2020

NOTES

Subject Notes The online Master of Science in Data Science is a 36 credit degree completion program, in partnership with University of Wisconsin Extended Campus, UW-La

5. You will see this message if the course was successfully added to your cart:
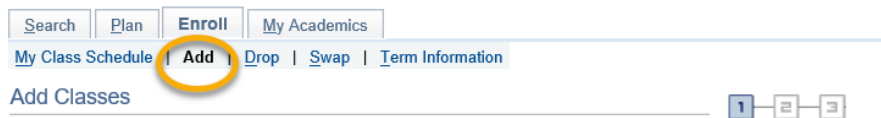

DS 705 has been added to your Shopping Cart.

6. Repeat the above steps to add any other courses you need to your shopping cart. **Do not forget to add the permission number** after selecting the class. If the number is not put in at this time, you will need to drop the course from your shopping cart and then re-add it in order to put in the permission number.

7. If all the correct courses are in your shopping cart and you are ready to register, go to the **Enroll** tab at the top.
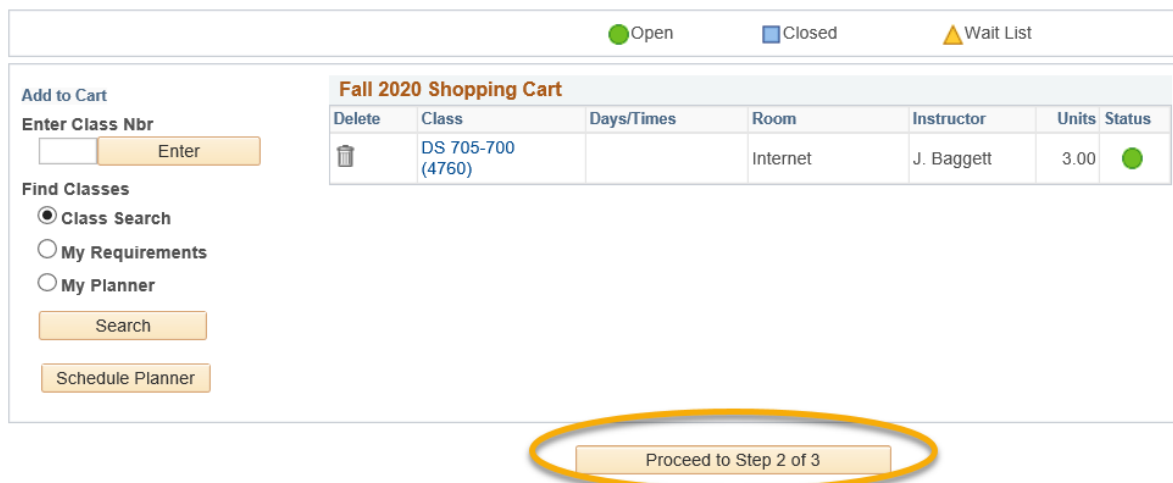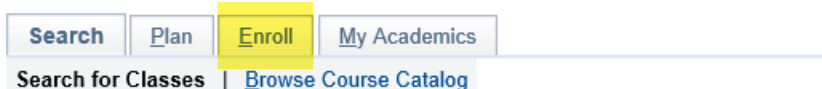

8. You should now be on the **Add** screen with your shopping cart shown below. Review the list to make sure it is correct. Click on **Proceed to Step 2 of 3.**

9. On the Confirm Classes screen, click Finish Enrolling. <u>This is not the final step!</u>

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2020 | Graduate | UW-La Crosse

			● Open	☐ Closed	⚠ Wait List		

Class	Description	Days/Times	Room	Instructor	Units	Status
DS 705-700 (4760)	Statistical Methods (Lecture)		Internet	J. Baggett	3.00	●

Cancel | Previous | Finish Enrolling

10. Next, read the **Terms and Conditions of Financial Responsibility** by clicking the **Terms and Conditions** link on the next screen. Another window will open up with the full agreement posted on the Cashier's website at www.uwlax.edu/cashiers/tuition-and-billing/terms--conditions/.

Financial Responsibility

Please follow the link to read the terms and conditions.

Terms and Conditions

Agreement Date   07/29/2020   ☐ Yes, I have read and agree to the Terms.

🏠 HOME > CASHIER'S

Terms & conditions

All students must electronically sign the Terms and Conditions of Financial Responsibility.

Terms and Conditions of Financial Responsibility

University of Wisconsin-La Crosse Educational Services Credit Agreement

By checking "Agree", I have read and agree to the Terms and Conditions of Financial Responsibility on the WINGS registration page, I am entering into this Agreement which will become effective on the date captured by my electronic signature.

I would like to enroll in and attend classes at the University of Wisconsin – La Crosse (UWL).

In order to attend classes at UWL and remain registered for classes, UWL requires that I pay, **in full,** the amount of any fees, tuition, housing and meal plan costs, and other miscellaneous charges incurred in connection with my attendance at UWL, on the dates indicated by UWL for each semester (each such due date, a "Fee Due Date")

I agree to use my WINGS account to obtain the most accurate and current information regarding any amounts owed and Fee Due Dates, to check that account frequently, and to read the on-line published fee information located at the Cashier's Office website (http://www.uwlax.edu/cashiers) each semester for additional date and payment information.

11. When you are finished reading this document, check the box next to **"Yes, I have read and agree to the Terms"** in order to agree to the terms and continue. Then click the link titled "**Continue. You will have to click Finish Enrolling again.**"

12. Step 2 will appear again. Click on **Finish Enrolling** again.

13. View your results.
    a. A green check mark ✔ in the status field indicates that you have successfully enrolled in a course.
    b. A red ✖ indicates that you **have not** successfully added a course. Click **Add Another Class** to be taken back to your Shopping Cart.

14. View your course schedule after you register to ensure you have successfully enrolled in **all** your desired courses.

Possible errors:

1. If the error says **Department Consent Required**, the permission number was not entered correctly in the Permission Nbr field when the class was added to the shopping cart. Click **Add Another Class** to be taken back to your Shopping Cart.

Click the trash can icon next to the course to remove it. Then click on **Search** or enter the 4-digit course number, if you know it, to re-add the course. Remember to add in the permission number on the **Select Classes to Add** page.

Follow steps 8-13 again.

2. **If you get an error about not meeting the prerequisites,** please contact the program director for your program. (Note: The instructor listed on the class is the program director.) You don't need to remove the course from your shopping cart at this time.

If the program director give you a prerequisite override, you may log back into your WINGS and finish registering by clicking on the **Enroll** link on your WINGS main page and following the steps.

3. If you get an error other than the department consent error or the prerequisite error, please contact the UWL Records and Registration Office at 608-785-8951 or records@uwlax.edu.

Please note:

- If you have not registered after the fifth day for Fall & Spring semesters, contact the program director or Records and Registration for help. Your electronic permission can be extended another week.

- After the tenth day, you will 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.

- Permission numbers must be gotten from the UW Extended Campus Office. Their website is https://uwex.wisconsin.edu/. Their email is learn@uwlex.edu. Phone is 1-877-895-3276 or 608-262-2011.

- If you have questions about what courses to sign up for, please contact the UW Extended Campus at the above address/phone.

- If you have a question about an error you are getting or you have trouble registering, contact your program director or the Records and Registration Office for assistance at records@uwlax.edu for assistance