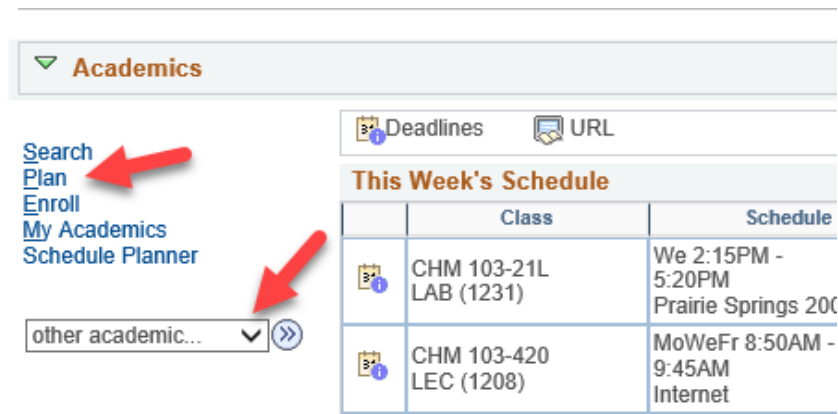# Using the WINGS My Planner

The My Planner feature helps students map out what courses they plan to take, term by term, using information from the Advisement Report to make sure to take classes that fulfill a requirement.
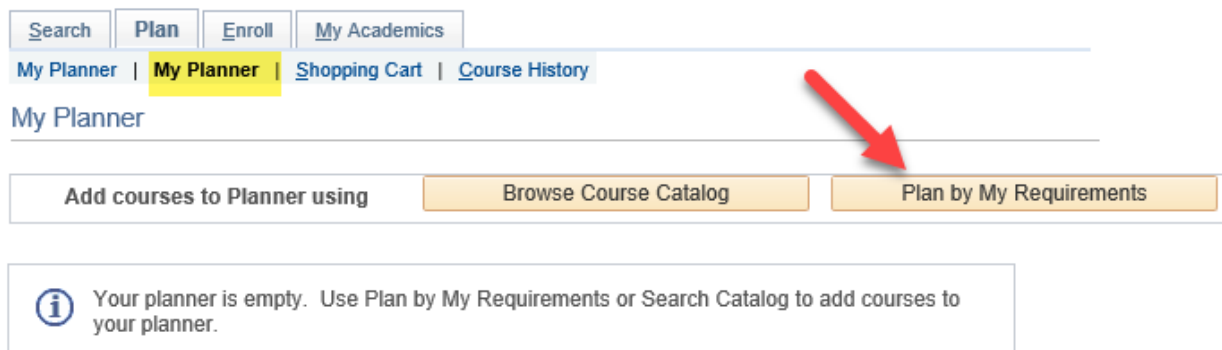
Add Courses to My Planner

1. To get to the Planner, click the **Plan** link in their Student Center. Or select **Academic Planner** from the dropdown.

2. Use the **Plan By My Requirements** or the **Search for Classes** button to add courses. We recommend using the Plan By My Requirements because that accesses the Advisement Report so you can see what requirements still need to be met.

3. Scroll through the Advisement Report to find the sections marked **Not Satisfied.** A list of courses will be displayed that will go toward that requirement. Click on the course that you want to use to complete the requirement.

4. Review the **Course Details**, including the **Enrollment Information** which will include prerequisites if any and the course description. Click on **View Class Sections** to find out if any sections are being offered in the upcoming term. A section will open up below. Be sure to look at the **Terms Offered** menu to see what terms are available. You can change terms by selecting another one and clicking **Show Sections**.

To estimate whether a class will be offered in a term that has not been scheduled yet, review the **Typically Offered** information. Please note that the terms listed are only an estimate, not a guarantee, from the department on the next time the course will be offered.

Course Detail

Return to Plan by My Requirements

ERS 100 - Introduction to Ethnic and Racial Studies

Course Detail

			View Class Sections
			Add to Planner

Career Undergraduate
Units 3.00
Grading Basis Graded
Course Components Lecture   Required
Campus La Crosse
Academic Group College of Arts, Soc Sci & Hum
Academic Organization Ethnic and Racial Studies

Enrollment Information

Typically Offered Fall, Winter, Spring, Summer
Course Attribute GE03: Minority Culture/Multiracial Women's Studies

Description

An examination of the persistence of minority and ethnic problems in the United States and consideration of the contributions, parallels, similarities, and differences between and among ethnic and minority groups.

Course Schedule

Terms Offered Spring 2021   Show Sections

My Class Schedule
You are not registered for classes in this term.

Shopping Cart
Your shopping cart is empty.

🟢 Open   🔷 Closed   ⚠️ Wait List

ERS 100 Sections for Spring 2021

1-10 of 10

Section	Personalize | Find | View All | 📷 | 📊 First ④ 1 of 1 ⑤ Last		
Section	**Session**	**Status**	
411-LEC (1429)	1	🟢	Select

Section Details	Personalize | Find | 📷 | 📊 First ④ 1 of 1 ⑤ Last				
Days	**Start**	**End**	**Room**	**Instructor**	**Dates**
MoWeFr	8:50AM	9:45AM	Internet	Shuma Iwai	02/01/2021 - 05/07/2021

Section	Personalize | Find | View All | 📷 | 📊 First ④ 1 of 1 ⑤ Last		
Section	**Session**	**Status**	
412-LEC (1430)	1	🟢	Select

5. Click **Add to Planner** if ready to use that course.

6. A confirmation message will display at the top.

7. To add additional courses, select **Return to Plan by My Requirements** and repeat the steps.

8. To move courses to specific term, return to the My Planner screen using the My Planner tab at the top.

Select the course using the checkbox, and then select the appropriate term from the **move selected courses to term** dropdown menu. Click **Move**.

My Planner

Add courses to Planner using | Browse Course Catalog | Plan by My Requirements

Delete all courses in Planner | Delete All

▽ **Unassigned Courses**

Select	Course	Description	Units	Ty		Delete
☑	ERS 100	Int Ethnic/Racial Studies (ES)	3.00	F S		🗑

Move selected courses to Term | Move

Fall 2020
Fall 2021
Fall 2022
Fall 2023
Fall 2024
Fall 2025
Spring 2021
Spring 2022
Spring 2023
Spring 2024
Spring 2025
Summer 2021
Summer 2022
Summer 2023
Summer 2024
Summer 2025
Winter 2021
Winter 2022
Winter 2023
Winter 2024
Winter 2025

⬆Go to top

9. After adding all the courses to your Planner, click the **Plan By My Requirements** to see the Advisement Report with these courses added. If the course will satisfy the requirement, it will now be closed. Click on the arrow to expand the section and review. The course will display with a star in the **Status** and act as a marker to satisfy a requirement even though the course has not been taken yet. If the course has been assigned to a term, the planned term will display in the **When** column.

Important: Your regular Advisement Report does NOT show your planned courses. Only the Plan By My Requirements report will include them.

GE03: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES

Satisfied: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES - 3 Units Required (RQ-20015)

▽ **Minority Cultures or Multiracial Womens Studies**

Satisfied: Minority Cultures or Multiracial Womens Studies - 3 Units Required (LN-010)

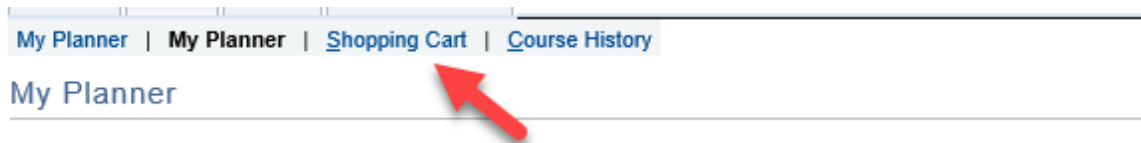The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ERS 100	Int Ethnic/Racial Studies (ES)	3.00	Spring 2021		⭐
(***)	View Course Details				
ANT 362	Hmong Americans (ES)	3.00	Occasionally		
ANT 375	Language/Power/Inequality (ES)	3.00	Occasionally		
ECO 336	Women in the U.S. Economy (ES)	3.00	Fall, Spring		
EFN 205	Understand Human Diffs (ES)	3.00	Fall, Winter, Spring		
ENG 207	Multicult U.S. Lit (ES)	3.00	Fall, Spring		

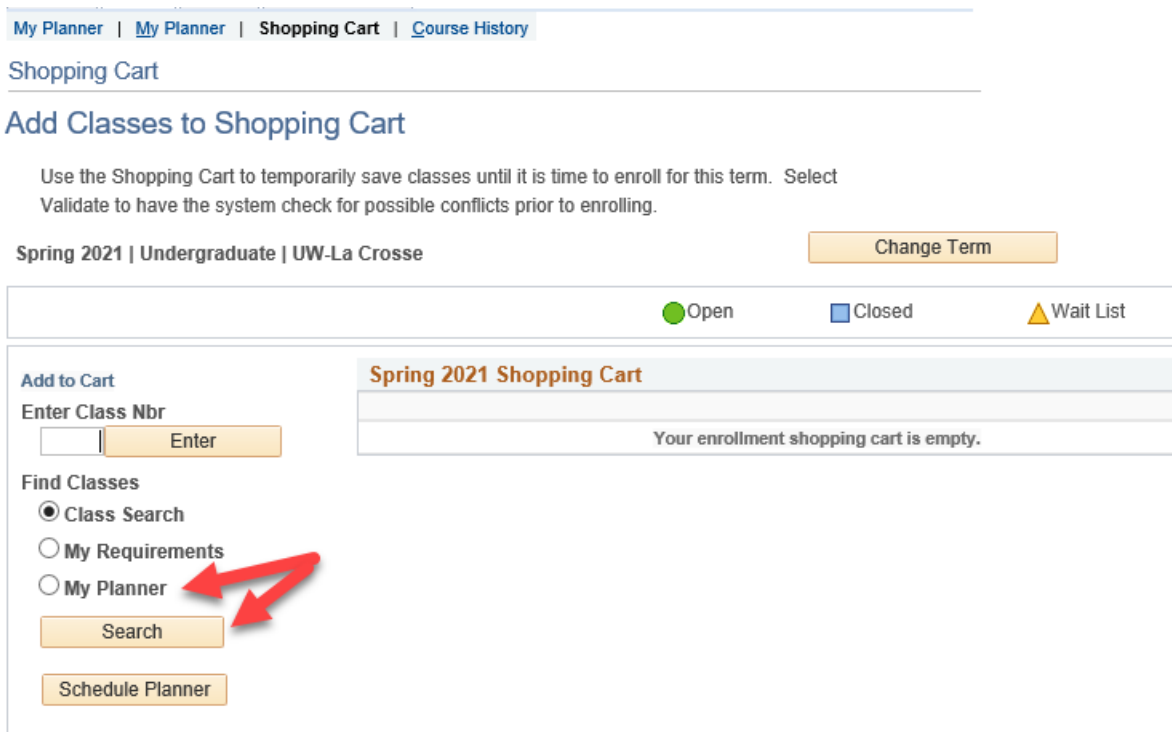## Put Courses from My Planner into Shopping Cart

Courses added to **My Planner** can be moved to the **Shopping Cart** once the cart for that term has been opened and as long as the enrollment period is not over. This can be done either in WINGS or in Schedule Planner. For Schedule Planner, only courses with an assigned term can be put into the shopping cart for that term. In WINGS, both assigned and unassigned courses can be put into the shopping cart for a term.

WINGS

1. Navigate to the shopping cart using the tab at the top.

2. Select the correct term and then select **My Planner** in the left options and click Search.

3. Courses that are available for that term will display and can be added by clicking the **Select** button at the end of the row.

Search from My Planner

Spring 2021 | Undergraduate | UW-La Crosse

Return to Add Classes to Shopping Cart

▽ Spring 2021

Personalize | 🗗 First ◀ 1 of 1 ▶ Last

Course	Description	Units	Term Status	Select
ERS 100	Int Ethnic/Racial Studies (ES)	3.00	Classes available this term.	Select

▽ Unassigned Courses

Personalize | 🗗 First ◀ 1 of 1 ▶ Last

Course	Description	Units	Term Status	Select
CHI 102	Chinese in a Global Society II	4.00	Classes available this term.	Select

Return to Add Classes to Shopping Cart

If an error message comes up about not being able to enroll at this time, the time period for enrolling in that term has passed. Recheck what term you are in and click on Shopping Cart at the top to select a different term.

My Planner | My Planner | Shopping Cart | Course History

Shopping Cart

Course Detail

⚠ You are unable to enroll in this class at this time. The last day to enroll has passed.

Fall 2020 | Undergraduate | UW-La Crosse

4. Review the Course Details again and scroll down to view the different sections that have been scheduled. Click the **Select** button to choose a section.

| | | Open | Closed | ⚠ |

Sections for Spring 2021

1-10 of 10

Section — Personalize | Find | View All | 🗗 | 🖩 First ◀ 1 of 1 ▶ Last

Section	Session	Status	
411-LEC (1429)	1	🟢	Select

Section Details — Personalize | Find | 🗗 | 🖩 First ◀ 1 of 1 ▶ Last

Days	Start	End	Room	Instructor	Dates
MoWeFr	8:50AM	9:45AM	Internet	Shuma Iwai	02/01/2021 - 05/07/2021

Section — Personalize | Find | View All | 🗗 | 🖩 First ◀ 1 of 1 ▶ Last

Section	Session	Status	
412-LEC (1430)	1	🟢	Select

Section Details — Personalize | Find | 🗗 | 🖩 First ◀ 1 of 1 ▶ Last

Days	Start	End	Room	Instructor	Dates
MoWeFr	9:55AM	10:50AM	Internet	Shuma Iwai	02/01/2021 - 05/07/2021

5. If the class is full but has a wait list (yellow triangle icon), select the **Wait List if Class is Full** box. You don't need to check it if the class is open. Click Next.

My Planner | My Planner | Shopping Cart | Course History

Shopping Cart

1. Select classes to add - Enrollment Preferences

Spring 2021 | Undergraduate | UW-La Crosse
ERS 100 - Int Ethnic/Racial Studies (ES)

Class Preferences

ERS 100-412   Lecture   🟢 Open

Wait List ☐ Wait list if class is full

Session Regular Academic Session
Career Undergraduate

Grading Graded

Enrollment Information

- GE03: Minority Culture/Multiracial Women's Studies

Units 3.00

Requirement Designation GE03: Minority Culture/Multiracial Women's Studies

Cancel   Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
412	Lecture	MoWeFr 9:55AM - 10:50AM	Internet	Shuma Iwai	02/01/2021 - 05/07/2021

6. The course has been added to your cart. If your registration appointment has already started, you can continue with the steps of registration by checking the box next to the class and clicking **Enroll**. Or you may click on **Schedule Planner** to continue registering through that application. Schedule Planner will update with the classes in your WINGS Shopping Cart immediately.

SCHEDULE PLANNER

1. Click on the link to Schedule Planner in WINGS and select the correct term.

2. Click **+Add Course** to add courses from My Planner to your schedule.

3. Select the My Planner tab and review the courses listed. Only courses that you have assigned to that term in WINGS will appear as an option. Select the course and click **+Add**.

4. Click **Done**.

5. Add more courses to use in the schedule or click Generate Schedules if ready to move to shopping cart.

6. From the generated schedules, click **View** next to one to see it in a weekly calendar grid and to move to the next step.

7. If you are ready to add to shopping cart, the option with be at the top of the viewed schedule. Click Send to Shopping Cart. Once it is in the shopping cart, you can register as soon as your appointment starts. More directions on how to generate schedules and register can be found on the WINGS help page.
    https://www.uwlax.edu/wings/#registration