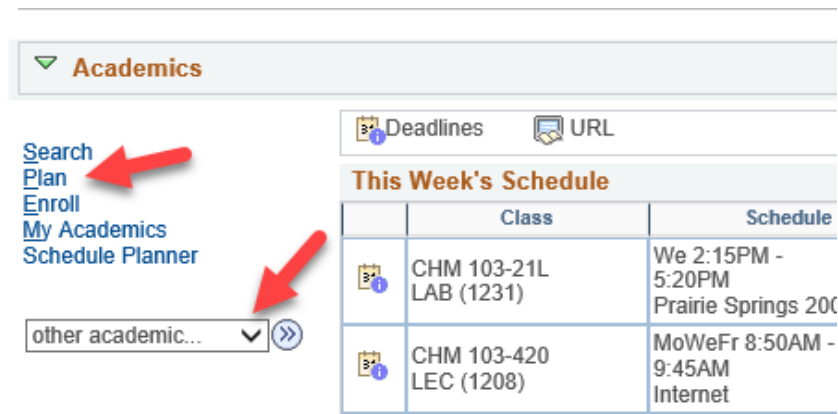


Using the WINGS My Planner

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

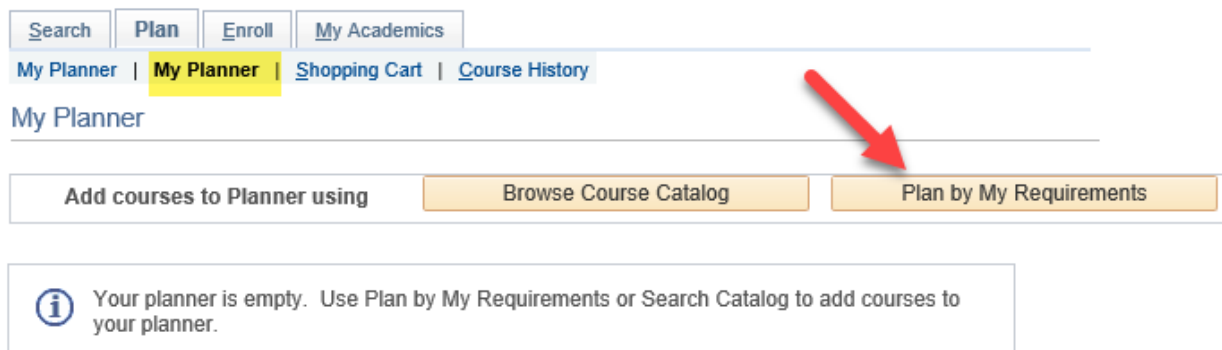
1. To get to the Planner, click the **Plan** link in their Student Center. Or select **Academic Planner** from the dropdown.



The screenshot shows the 'Academics' section of a student center. On the left, there is a vertical list of links: 'Search', 'Plan', 'Enroll', 'My Academics', and 'Schedule Planner'. A red arrow points to the 'Plan' link. Below this list is a dropdown menu with the text 'other academic...' and a right-pointing arrow icon. Another red arrow points to this dropdown menu. To the right of the dropdown, there are two icons: 'Deadlines' and 'URL'. Below these icons is a section titled 'This Week's Schedule' which contains a table with two rows of course information.

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 200
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet

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.



The screenshot shows the 'My Planner' interface. At the top, there are four tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these tabs is a navigation bar with links: 'My Planner', 'My Planner', 'Shopping Cart', and 'Course History'. The 'My Planner' link is highlighted in yellow. Below the navigation bar is the heading 'My Planner'. Underneath, there are three buttons: 'Add courses to Planner using', 'Browse Course Catalog', and 'Plan by My Requirements'. A red arrow points to the 'Plan by My Requirements' button. Below the buttons is a message box with an information icon and the text: 'Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.'

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.

GE03: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES

Not Satisfied: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES - 3 Units Required (RQ-20015)

Minority Cultures or Multiracial Womens Studies

Not Satisfied: Minority Cultures or Multiracial Womens Studies - 3 Units Required (LN-010)

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
(***)	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 Diff's (ES)	3.00	Fall, Winter, Spring		
ENG 207	Multicult U.S. Lit (ES)	3.00	Fall, Spring		
ENG 210	Lit of Black America (ES)	3.00	Fall		
ENG 215	African American Authors (ES)	3.00	Spring		
ERS 100	Int Ethnic/Racial Studies (ES)	3.00	Fall, Winter, Spring, Summer		
ERS 207	Multicult U.S. Lit (ES)	3.00	Fall, Spring		

View All | First 1-10 of 24 Last

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

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	

[View Class Sections](#)

[Add to Planner](#)

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: [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	Session	Status	
411-LEC (1429)	1	●	Select

Section Details	Personalize	Find	View All	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	Session	Status	
412-LEC (1430)	1	●	Select

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

Course Detail

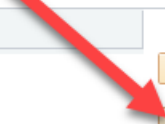
[Return to Plan by My Requirements](#)

ERS 100 - Introduction to Ethnic and Racial Studies

Course Detail		
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	

[View Class Sections](#)

[Add to Planner](#)



6. A confirmation message will display at the top.

[My Planner](#)

Course Detail


✓ ERS 100 has been added to your Planner.

[Return to Plan by My Requirements](#)

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.

[My Planner](#) | [My Planner](#) | [Shopping Cart](#) | [Course History](#)

[My Planner](#)



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	Term	When	Status	Actions
<input checked="" type="checkbox"/>	ERS 100	Int Ethnic/Racial Studies (ES)	3.00	Fall 2020			Delete Move

Move selected courses to Term: **Spring 2021**

[Go to top](#)

- 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:

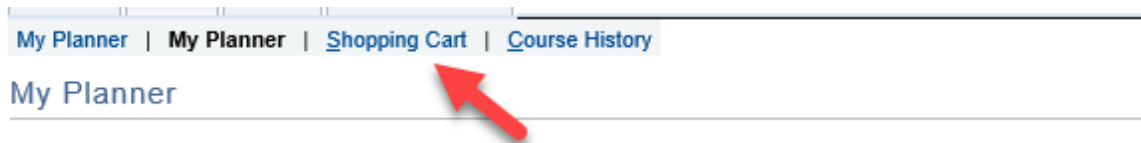
Course	Description	Units	When	Grade	Status
ERS 100	Int Ethnic/Racial Studies (ES)	3.00	Spring 2021		★
(***)	View Course Details				
ANT 362	Hmong Americans (ES)	3.00	Occasionally		
ANT 375	Language/Power/Inequality (ES)	3.00	Occasionally		
ECO 336	Women in the U.S. Economy (ES)	3.00	Fall, Spring		
EFN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

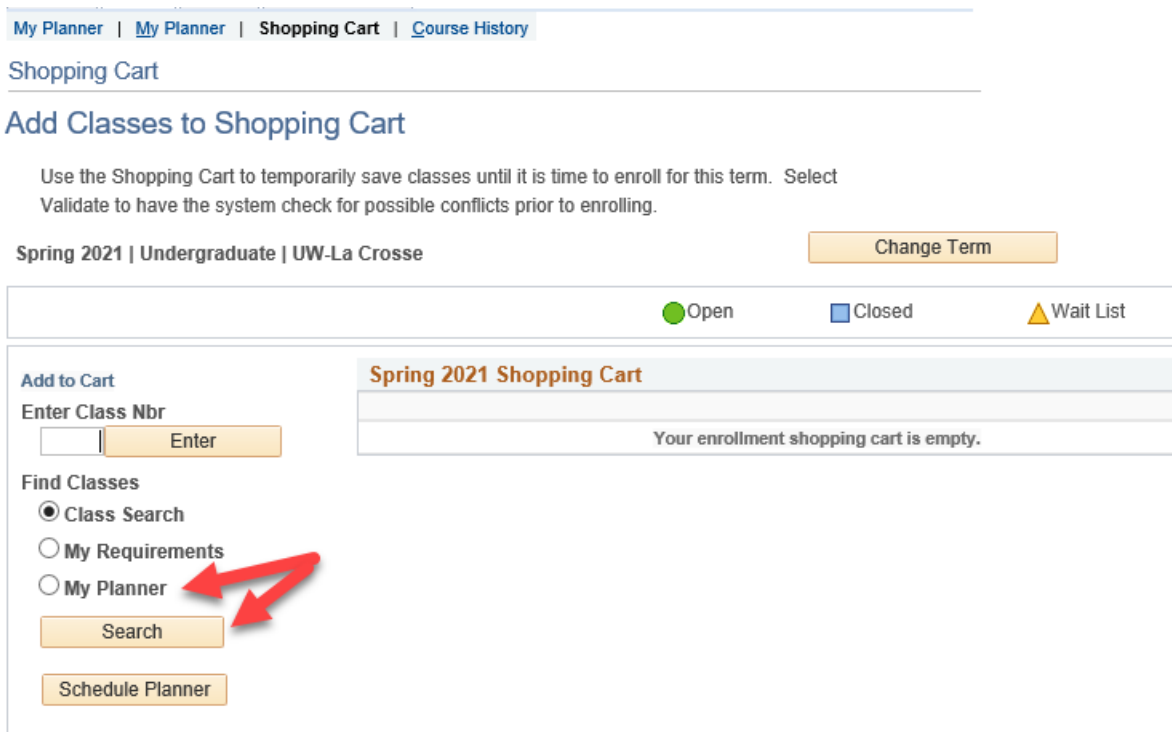
Courses added to **My Planner** can be moved to the **Shopping Cart** once the cart for that term has been opened and as long as the enrollment period is not over. This can be done either in WINGS or in Schedule Planner. For Schedule Planner, only courses with an assigned term can be put into the shopping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

A screenshot of the WINGS 'Shopping Cart' page. The navigation bar at the top shows 'My Planner', 'My Planner', 'Shopping Cart', and 'Course History'. Below the navigation bar, the page title is 'Shopping Cart'. The main heading is 'Add Classes to Shopping Cart'. Below this, there is a message: 'Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.' Below the message, there is a section for 'Spring 2021 | Undergraduate | UW-La Crosse' with a 'Change Term' button. Below this, there are three status indicators: 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). The 'Spring 2021 Shopping Cart' section is currently empty, displaying the message 'Your enrollment shopping cart is empty.' On the left side, there is a 'Find Classes' section with three radio buttons: 'Class Search' (selected), 'My Requirements', and 'My Planner'. A red arrow points to the 'My Planner' radio button. Below the radio buttons is a 'Search' button and a 'Schedule Planner' button.

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

- 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.

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	●	<input type="button" value="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	●	<input type="button" value="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.

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

Session Regular Academic Session

Career Undergraduate

Wait List Wait list if class is full

Grading Graded

Units 3.00

Enrollment Information

- GE03: Minority Culture/Multiracial Women's Studies

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

- 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.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Spring 2021 | Undergraduate | UW-La Crosse

Change Term

Open

Closed

Wait List

Add to Cart

Enter Class Nbr

 Enter

Spring 2021 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ERS 100-411 (1429)	MoWeFr 8:50AM - 9:45AM	Internet	S. Iwai	3.00	<input checked="" type="checkbox"/>

Find Classes

Class Search

My Requirements

My Planner

Search

Schedule Planner

for selected

Delete

Validate

Enroll

Plan Schedule

Shopping Cart (1)

Current Schedule (0)

Help

Sign out

Shopping Cart

Email

Validate

Edit Cart

Print

Register

Subject	Course	Section	Component	Day(s) & Location(s)	Instruction Mode
ERS	100	411	LEC	MWF 8:50am - 9:45am - Internet INTERNET	Online Synchronous

Instruction Mode: Online Synchronous

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am	<input checked="" type="checkbox"/> ERS-100 Shuma Iwai		<input checked="" type="checkbox"/> ERS-100 Shuma Iwai		<input checked="" type="checkbox"/> ERS-100 Shuma Iwai
9:15					
9:30					
9:45					
10am					
10:15					
10:30					

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**.

Add Course

The screenshot shows the 'Add Course' interface. At the top, there are four tabs: 'By Subject', 'Search by Course Attribute', 'My Planner', and 'Search By Instructor'. The 'My Planner' tab is selected and highlighted with a yellow circle. Below the tabs is a 'Plan Term' dropdown menu set to 'Spring 2021'. Underneath, there is a 'Select All' checkbox which is checked. A list of courses is shown, with the first course 'Ethnic and Racial Studies 100 - Int Ethnic/Racial Studies (ES)' having a checked checkbox and an information icon. At the bottom, there are two buttons: a 'Done' button with a left arrow and a '+ Add' button with a plus sign. The '+ Add' button is highlighted with a yellow circle.

4. Click **Done**.

Add Course

This screenshot shows the 'Add Course' interface after clicking 'Done'. The 'My Planner' tab remains selected. The course 'Ethnic and Racial Studies 100 - Int Ethnic/Racial Studies (ES)' is now listed in a 'Courses' panel on the right side of the screen. The '+ Add' button is still highlighted with a yellow circle.

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

Courses

+ Add Course

Select All

ERS 100
Int Ethnic/Racial Studies (ES)

Options

Schedules

Generate Schedules

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

Generated Schedules

Generated 132

View 1

View 2

View 3

View 4

View 5

M T W Th F

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

V-13D, 103-C

V-62D, 103-C

V-61D, 103-C

V-53D, 103-C

M-52D, 103-C

- If you are ready to add to shopping cart, the option will 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>

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

Back Print Email Validate Send to Shopping Cart Schedule 3 of 132

ID

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
--------	---------	---------	--------	---------	------------	----------------------	-------	---------	------------------