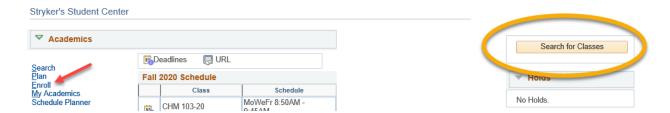
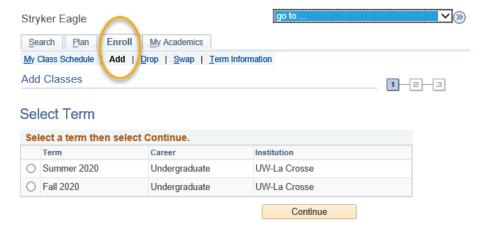
How to Register for a Class using WINGS Student Center

1. Click the **Search for Classes** button in the top right-hand corner of Student Center. Or click on the Enroll link in the Academic section.



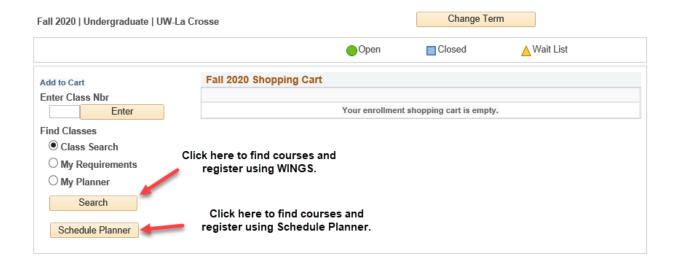
- 2. Make sure you are on the **Enroll** tab and the **Add** subtab.
- 3. Select the term that you are registering for and click **Continue**.



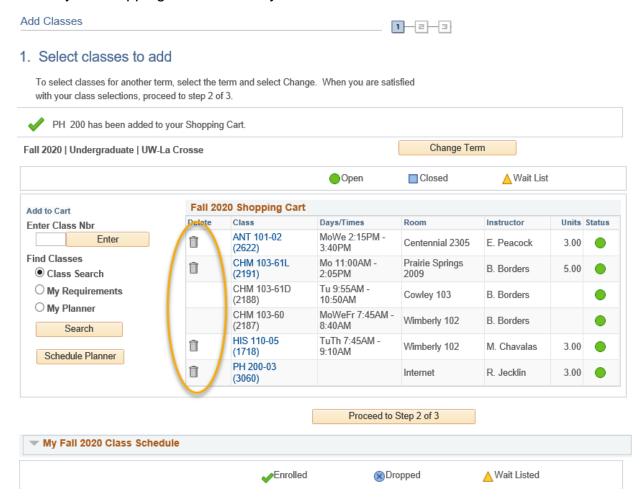
- 4. On the next screen, the Shopping Cart is the section next to the blue box in the middle. The classes you are already enrolled in is in the Class Schedule section below with a green ✓. If you have added but then dropped a course, it will show in this section with a blue schedule will be empty.
 Street in the section next to the blue box in the class schedule will show in this section with a blue schedule will be empty.
- 5. If you haven't yet, add the desired courses to your Shopping Cart following the steps in the "Search for Classes/Add Class to Shopping Cart in WINGS Student Center" directions. The course must be in your Shopping Cart before you can register.

Tips:

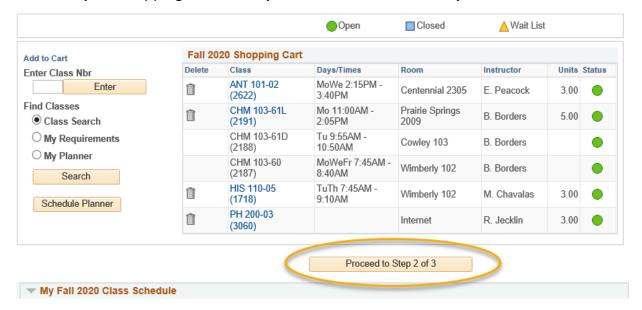
- You can also start a search by clicking on the **Search** button to the left of your shopping cart.
- **Schedule Planner** is another way to find and register for courses. This feature can generate multiple schedules at one time, allowing you to test out various courses to see how they will fit into your schedule. To use Schedule Planner to search for courses and/or register, stop here and follow those directions instead.



- 6. Once you have all the courses you want in your shopping cart, review the list to make sure it is correct.
 - a. Remove classes from your Shopping Cart that you no longer want by clicking on the garbage can icon. The system will attempt to register you for everything in your shopping cart. Courses you are not sure about can be added back later.



7. When your shopping cart is ready, click the **Proceed to Step 2 of 3** button.



- 8. Review the courses that you wish to add.
 - a. If you attempt to enroll in two courses that are offered at the same time, WINGS will automatically enroll you in the one that appears first in your Shopping Cart. You will receive an time conflict error for the other one.
- Confirm the list is correct and click the Finish Enrolling button. This is not the final step!

2. Confirm classes

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

Fall 2020 | Undergraduate | UW-La Crosse

	Open	Closed	<u> </u>	st	
Description	Days/Times	Room	Instructor	Units	Status
Human Nature/Human Culture (Lecture)	MoWe 2:15PM - 3:40PM	Centennial 2305	E. Peacock	3.00	•
General Chemistry I (Lab/Studio)	Mo 11:00AM - 2:05PM	Prairie Springs 2009	B. Borders	5.00	•
General Chemistry I (Discussion)	Tu 9:55AM - 10:50AM	Cowley 103	B. Borders		•
General Chemistry I (Lecture)	MoWeFr 7:45AM - 8:40AM	Wimberly 102	B. Borders		•
World History (Lecture)	TuTh 7:45AM - 9:10AM	Wimberly 102	M. Chavalas	3.00	•
Public Health for Edu Citizen (Lecture)		Internet	R. Jecklin	3.00	•
	Human Nature/Human Culture (Lecture) General Chemistry I (Lab/Studio) General Chemistry I (Discussion) General Chemistry I (Lecture) World History (Lecture) Public Health for Edu Citizen	Description Human Nature/Human Culture (Lecture) General Chemistry I (Lab/Studio) General Chemistry I (Discussion) General Chemistry I (Discussion) General Chemistry I (Discussion) General Chemistry I (Lecture) World History (Lecture) Public Health for Edu Citizen	Description Days/Times Room	Description Days/Times Room Instructor	Description Days/Times Room Instructor Units

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/.

Terms and Conditions	s	Yes, I have read and agree to the Terms.
Agreement Date (07/29/2020	= 103, Finare read and agree to the femis.

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")

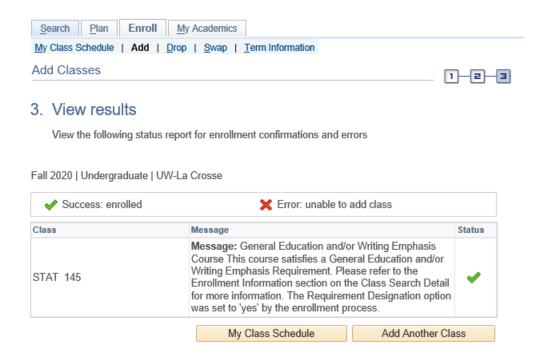
I agree to use my WINGS account to obtain the most accurate and current information regarding any amounts owed and Fee Due Dates, to check that account frequently, and to read the on-line published fee information located at the Cashier's Office website (http://www.uwlax.edu/cashiers) each semester for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

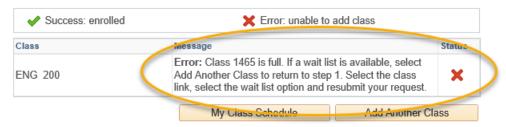


Continue. You will have to click "Finish Enrolling" again.

- 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. If you received an inverse, review the error text to understand why. If you need help understanding why you were unable to register for the class, contact the Records and Registration Office.



Fall 2020 | Undergraduate | UW-La Crosse



14. View your course schedule after you register to ensure you have successfully enrolled in <u>all</u> your desired courses. Click on the My Class Schedule button underneath the results table.

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.