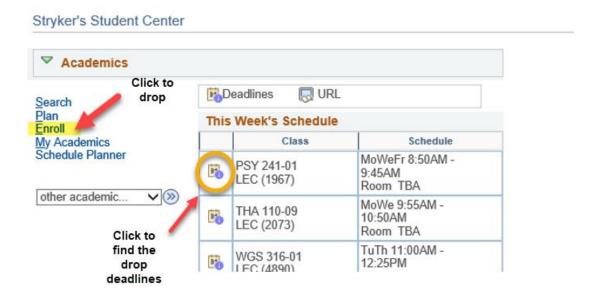
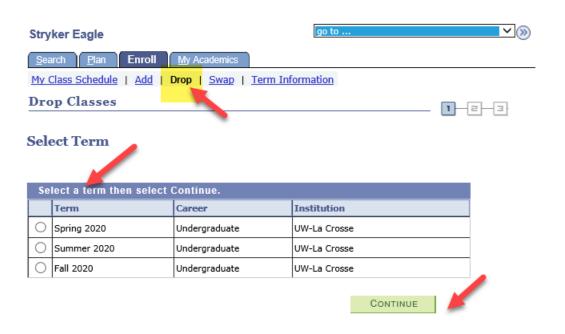
How to Drop a Class in WINGS Student Center

After the first 10 days of a semester (deadline is shorter for shorter classes & Winter/Summer), you must have permission from your instructor or advisor to drop a class.

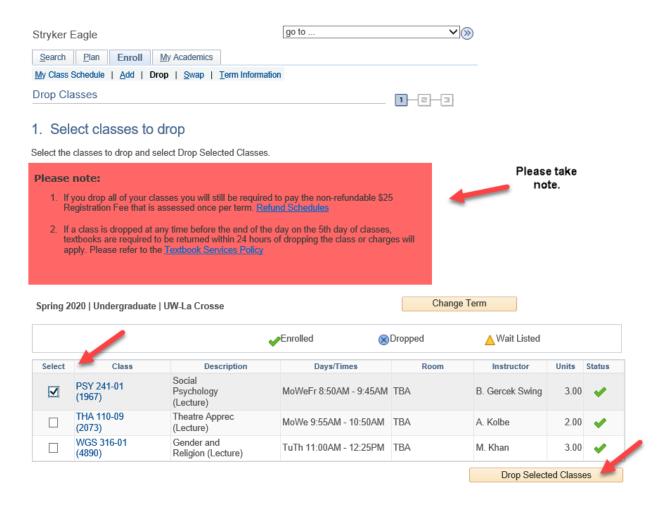
1. Click the **Enroll** link in the **Academics** section at the top of the page



- 2. Select the **Drop** tab.
- 3. Select the appropriate term and click the **Continue** button. (This step will not be necessary if there is only one active term.)



4. Read the cautions at the top in red and take them into account when continuing. Then select the course you wish to drop and click **Drop Selected Classes**.

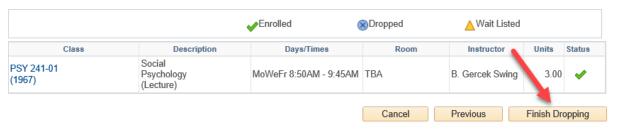


5. On the next screen, verify that the course is correct and click **Finish Dropping**.

2. Confirm your selection

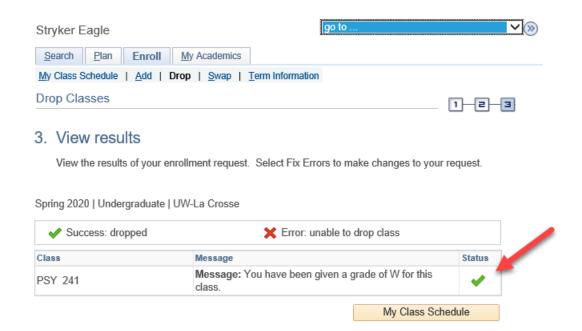
Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

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6. View your results.

- A green check mark in the status field indicates that you have successfully dropped that course.
- b. A red indicates that you have not successfully dropped the course. If you received a indicates that you have permission to drop the course on your own. Read the error text to find out why. If you have further questions about why you could not drop, contact the Records and Registration Office.



7. View your course schedule after this step to ensure that you have successfully dropped all desired courses. Click on the **My Class Schedule** button underneath the results table.

Please note:

- **Important:** If you receive an error when trying to drop, read the error message to find out why.
 - You cannot drop below 1 credit on your own. For example, if you are taking one class over the summer, you cannot drop it without help.
 - If you want to drop all of your classes for a Fall or Spring term, please contact the Student Life office at <u>studentlife@uwlax.edu</u>. If you are dropping all classes in Summer or Winter, please contact the Records and Registration office.
- After the first 10 days of a semester (deadline is shorter for shorter classes & Winter/Summer), you must have permission from your instructor or advisor to drop a class. If they give you electronic permission, follow the above steps to drop.

 The academic deadlines for your classes can be found by clicking on the calendar icon next to the course in your schedule in WINGS. Or go to www.uwlax.edu/records/dates-and-deadlines/



- Refund dates are set by the Cashier's office and are often different than the
 academic drop deadlines. Tuition for 12-18 credits remains the same in the
 fall/spring terms. Contact the Cashier's office for information about fees and
 refund dates. All students are charged a non-refundable registration fee each
 term, whether or not you drop all of your courses before the semester starts.
 Check the Cashier's office for the exact amount.
- 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.