



UNIVERSITY OF WISCONSIN
LA CROSSE

**Guide to Your
WINGS Student Center
&
Registration**

Updated Fall 2022

Table of Contents

Personal Information/Settings:

Update Personal Information (addresses, name on diploma, etc).....	page 4
Request a Name in Use	page 6
Update Local Contact Information (activity done once a semester).....	page 8
Manage Privacy Settings/F.E.R.P.A. Restrictions.....	page 10
Create FERPA Secure PIN for Personal Use.....	page 13
Create FERPA Secure PIN for Third Party	page 15

Billing/Financial Aid:

Pay Student Bill Online.....	page 19
Grant Access to View/Pay Student Bill.....	page 20
Accept/Decline Financial Aid.....	page 22

Registration/Scheduling:

Finding Your Registration Appointment	page 24
Search for Classes/Creating a Schedule in Schedule Planner.....	page 26
Search for Classes/Using the Shopping Cart in WINGS Student Center.....	page 39
Validate Your Schedule in Schedule Planner.....	page 48
How to Register for a Class in Schedule Planner.....	page 51
How to Register for a Class in WINGS Student Center.....	page 66
How to Drop a Class in Schedule Planner.....	page 72
How to Drop a Class in WINGS Student Center.....	page 75
How to Swap a Class	page 79
How to Get on the Wait List & How it Works.....	page 85
View Position on the Wait List.....	page 98
View Class Schedule in Calendar (both Schedule Planner & WINGS).....	page 100
View Final Exam Schedule.....	page 104
Find & View the Academic Deadline Dates.....	page 107


Advising/Academic Record:

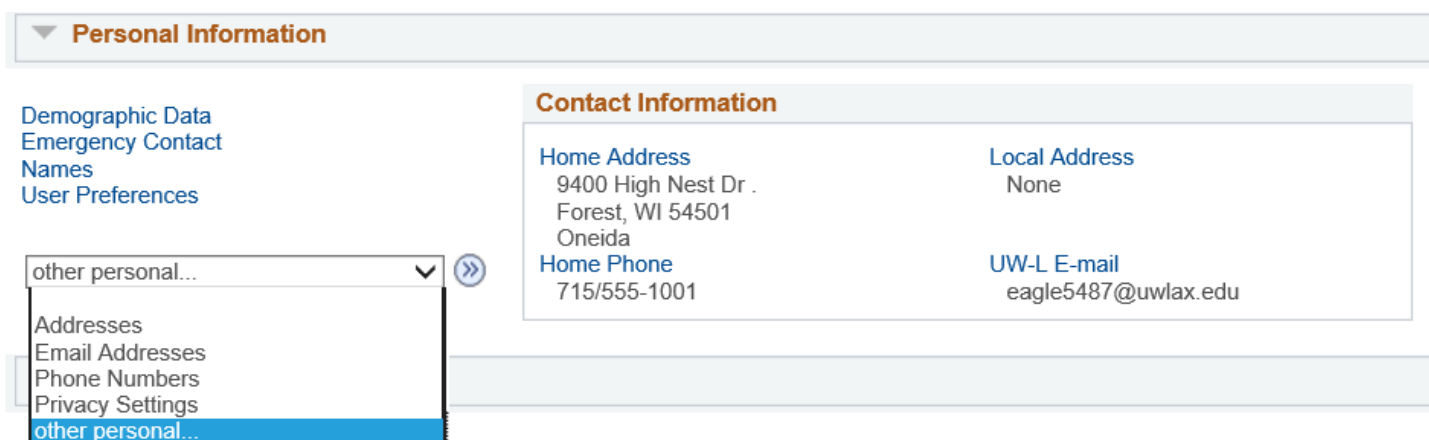
View Advisement Report.....	page 109
View Course History.....	page 113
View & Change Career/Program/Plan.....	page 115
View Term Grades & GPA	page 116
View Your Unofficial Transcripts	page 119
View Transfer Credit Report.....	page 122
Apply for Graduation.....	page 124

Other:

Holds and To Do Lists	page 127
Obtain an Enrollment Verification	page 131
View Textbook List	page 133
WI Voter ID Verification.....	page 137


Update Your Personal Information

1. Scroll down to the **Personal Information** section of your Student Center.
2. Review the list of blue links on the left and click on the item you would like to update. If you don't see the item in the blue links, open the **other personal...** drop-down menu and select an item. Click the double arrow/go button. 



Personal Information

Demographic Data
Emergency Contact
Names
User Preferences

other personal... 

Addresses
Email Addresses
Phone Numbers
Privacy Settings
other personal...




Contact Information

Home Address 9400 High Nest Dr . Forest, WI 54501 Oneida	Local Address None
Home Phone 715/555-1001	UW-L E-mail eagle5487@uwlax.edu

3. Update your information on the following screens (some examples of personal information are listed below):
 - a. **Addresses:** UWL uses the Home and Local addresses for various purposes. The Home address is your address when you are not at school and where you move to after graduation. Diplomas are always mailed to Home addresses. The Local address is your address when at school, whether a residence hall or a nearby apartment. The Local addressed is used when verifying voter ID.
 - i. Click on the pencil icon next to the address you want to update. Or click on Add a New Address to add another address type

Addresses

View, add, change or delete an address.

Address Type	Address		
Home	9400 High Nest Dr . Forest, WI 54501 Oneida		
Local	1705 Pine St, Apt #2 . La Crosse, WI 54601		

[Add a new address](#)

- ii. Enter the appropriate, updated address and click OK.


Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: 

Postal:

County:

[Clear](#)

- iii. If you are updating only one address, do not check any other address types on the next screen. In the below example, the student is updating the Local address, which is greyed out, and the student kept the Home address unchecked, which did not need to be updated. Use the **Date changes will take effect** field if the address change will not be effective until a certain date in the future. If it is already happened, leave the date as it is.

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address	Address Types
909 La Crosse St Apt 4 La Crosse, WI 54601-3458 La Crosse Edit Address	<input type="checkbox"/> Home * <input checked="" type="checkbox"/> Local

Date changes will take effect

 (example: 12/31/2000)

iv. Click **Save** and wait for system to update.

b. **Name:** You may add a **Degree** name to print on your diploma when you graduate. For instance, if you want your middle initial on your diploma instead of the whole name, you would need to enter a Degree name. If you don't provide a Degree name, your legal name as it is listed in our system will be used. *(For legal name changes on the rest of your records, including transcripts, go to the Records and Registration office in 117 Graff Main. For preferred name changes, see the next section on Preferred Names.)*

i. Click on the **Add a New Name** button.

Names

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	Edward Eagle
Preferred	Stryker Eagle

[Add a new name](#) 

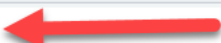
- ii. Select **Degree** for **Name Type**. Enter the desired name in the **First Name**, **Middle Name**, and **Last Name** fields.

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type 

Format Using [Change Format](#)


Prefix

First Name

Middle Name

Last Name

Suffix

Date new name will take effect  (example: 12/31/2000)

[Save](#)

- iii. Click **Save**.

- c. Other personal information a student may change:
 - i. Phone numbers
 - ii. Personal email addresses (cannot change uwlax.edu email)
 - iii. Emergency contacts
 - iv. Privacy settings (See **Manage Privacy Settings/FERPA Restrictions** section.)
- d. Information a student cannot change: ****Contact Records & Registration to change****
 - i. Demographic information
 - ii. Legal name
 - iii. Social security number and student/campus ID number

Request a Name in Use

The University of Wisconsin-La Crosse recognizes that many students may use names other than their legal names to identify themselves. Any UWL student may choose to identify themselves within the university community with a Name in Use (first and/or middle name) that differs from their legal name. Students must legally change their surnames for a different surname to appear in UWL-related systems. (Legal name changes can be done by completing a Name Change Form in the Records & Registration Office and submitting the required supporting documentation.)

As long as the Name in Use is not for the purpose of misrepresentation, the Name in Use will appear instead of the person's legal name in UWL related systems and documents except where the use of the legal name is required by university business or legal need.

In order to request that a name in use be used, students should go to the Records and Registration Office's Name in Use webpage and complete the Name In Use Form for students. No documentation other than the completed request form is needed.

The form and additional FAQs can be found here: <https://www.uwlax.edu/records/name-in-use/>. A snippet from the form is shown below.

supporting legal documentation.

A student's name in use will appear in the online University directory, the learning management system (Canvas), as well as the following pages in WINGS: advisor center, student center, class roster, grade roster, and degree audit. A student's legal name will still remain and appear on all documentation excluding the previously mentioned.

The completed form will be sent to the Office of Records and Registration, 117 Graff Main Hall.

Please note: Name in use changes are made within 5 days of the submittal of this form. However, to avoid issues with names changing on class grade rosters, name in use changes will not be made in the last two weeks of each term.

Please provide the following information. All names should be legal names that match your student record.

Student ID Number	<input type="text"/>
Campus Email	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>

Please enter your first and/or middle names in use below.

Preferred First Name	<input type="text"/>
Preferred Middle Name	<input type="text"/>

Please note that the "Name in Use" name type is labeled "Preferred" in WINGS.

Update Local Contact Information

It is important to keep your local contact information updated and accurate. UWL requires students to review their local address and phone number once a semester while they are enrolled.

1. At the start of the semester, the first time you login to your WINGS Student Center, you will see the request for an update pop up.
2. Fill out the **Local Address** section.
 - i. If you are staying in a residence hall, please put in your home address for your local address. Your residence hall information will be entered by the Residence Life Office.
 - ii. If you have an apartment in La Crosse, please put in that address. When filling out address fields, you can put your apartment number at the end of your street address.
 - iii. You do not need to put in a County.
 - iv. If you are enrolled entirely in online courses, enter in the address where you are physically located while enrolled.
3. The **Local Phone** should be your cell phone or other local number where you can be contacted.

The screenshot shows a web browser window titled "UW-L Student Center". The page content is titled "Local Contact Information" and includes the following text:

Stryker Eagle

UWL requires current students to verify and/or update their Local address once a semester. Enter in your current Local address and phone number below. This is the address where you are physically living while attending classes.

- If you are staying in a residence hall, enter your home address for your local address. Your residence hall information will be entered by the Residence Life Office.
- If you have an apartment in La Crosse, enter that address including apartment unit number. Put the apartment number at the end of your street address.
- If you are enrolled entirely in online courses, enter in the address where you are physically located while enrolled.

After clicking OK, you must also confirm or enter in your emergency contact person.

Please note that 1098 tax forms and diplomas are sent to the Home address on file, not the Local. You may update that address in the Personal Information section of your Student Center.

Local Address

Country:

Address 1:

Address 2:

Address 3:

City: State: Postal:

[Clear](#)

Local Phone

Phone Type

Phone

Enter digits only (Example: 6087849999)

Telephone numbers and addresses are not published in the student and staff online directory.

You may further restrict the release of directory information to third party requests, such as phone number and address, in your WINGS Student Center by the following navigation:

Personal Information > Privacy Settings > FERPA Restrictions


Please note: Restricting your name and/or home address will exclude your name from appearing in the hometown newspapers and/or other media listings for both Deans' List and recent graduates.

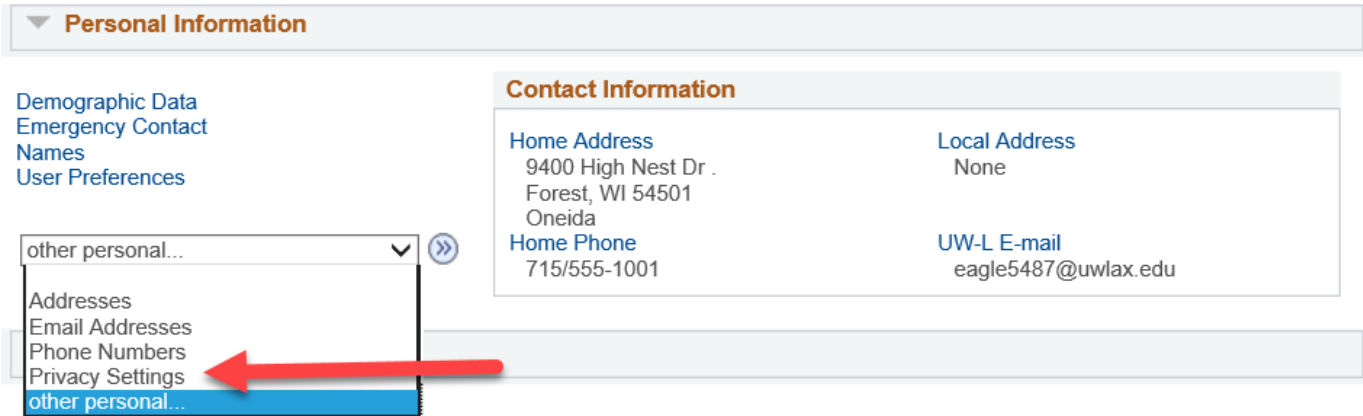
More information on the Family Educational Rights and Privacy Act (FERPA) can be found [here](#).

4. Click **OK**. The next page will show your **Emergency Contact** information. Make sure a name is selected as **Primary** and click **Save**. You can then go to your homepage by using the Home button at the top right.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	Mother Eagle	Other	608393202				



Manage Privacy Settings/F.E.R.P.A. Restrictions

1. In the **Personal Information** section of your Student Center, select **Privacy Settings** from the drop-down menu. Click the double arrow/go button. 



Personal Information

Demographic Data
Emergency Contact
Names
User Preferences

other personal...  

Addresses
Email Addresses
Phone Numbers
Privacy Settings
other personal...

Contact Information

Home Address 9400 High Nest Dr . Forest, WI 54501 Oneida	Local Address None
Home Phone 715/555-1001	UW-L E-mail eagle5487@uwlax.edu

2. The **Security** and **FERPA Restrictions** tabs should be selected.



Stryker Eagle go to ...  

Personal Information **Security** | FERPA Restrictions | User Preferences

FERPA Restrictions

Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release.

Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.

3. To make changes, click **Edit FERPA/Directory Restrictions**.
4. On the next screen, you may restrict all, some, or none of the items in the below categories. You may come back at any time and change the restrictions. To restrict all, click the **Restrict All** at the top of the page. To restrict some, go to each category and either restrict all fields in the category or individually check what you want to restrict.
5. Click **Save** when you are done.

6. Some tips on what is affected when you restrict personal information:
 - a. For the online directory, block just your phone number and email address to control that information. If you block your name completely, that will have repercussions on other publications and any verifications for insurance or employment will not be given without obtaining your written consent, which could cause delays. Your campus & home addresses do not show up in the online directory either way.
 - b. For publication into a hometown newspaper (Dean's Lists and graduation announcements), your primary name and home address must be unchecked in order for the information to be published in your hometown newspaper.
 - c. For most insurance, loan, and potential employer verifications, your primary name and the academic information category must be unchecked in order for the information to be released without your written consent.
 - d. For the commencement program, keep your primary name unchecked in order for your name to be printed in the commencement program. For your name to be posted online after graduation, both your primary name and home address must be unchecked.
 - e. If nothing is restricted, your email and phone number are published in the online directory and may be published elsewhere. Your photograph may be used in other publications. Directories with addresses are no longer printed. Addresses and the rest of the categories above (considered directory information by UWL policy) may be given out on request.
 - f. If everything is restricted, no one who calls, aside from exceptions within the law, will be able to obtain any of this information about the student, not even if the student is currently enrolled.
7. **Important:** when you choose to restrict the release of your primary name, **none** of your information will be released to any source, including publications such as online directories, newspapers, or the commencement program. The commencement program and local newspapers cannot be updated after they have been printed.
8. A written consent to override your restrictions is only a one time release. You must go back into your WINGS Student Center and update the restrictions in order to make a release permanent.
9. Your grades, academic standing, GPA, probations and/or ineligibilities, applications, tuition and billing, financial aid, non-academic disciplinary actions, and medical (HIPAA) information will **never** be released, except for specific exceptions within the law, without your official authorization every time.
10. UWL's FERPA policy is online here: <http://www.uwlax.edu/Records/FERPA/>

Restrict All Fields

Release All Restrictions

Restriction Categories

Extracurricular Activities

Restrict All Release All

Restrict		
<input type="checkbox"/>		

Addresses

Restrict All Release All

Restrict		
<input type="checkbox"/>	Campus	
<input type="checkbox"/>	Home	
<input type="checkbox"/>	Local	
<input type="checkbox"/>	Permanent	

Email Addresses

Restrict All Release All

Restrict		
<input type="checkbox"/>	Campus	
<input type="checkbox"/>	Personal	

Names

Restrict All Release All

Restrict		
<input type="checkbox"/>	Degree	
<input type="checkbox"/>	Former	
<input type="checkbox"/>	Primary	

Phones

Restrict		
<input type="checkbox"/>	Campus	
<input type="checkbox"/>	Cell	
<input type="checkbox"/>	Home	
<input type="checkbox"/>	Local	

Restrict All Release All

Photograph

Restrict		
<input type="checkbox"/>	Photograph	

Restrict All Release All

Academic Information

Restrict		
<input type="checkbox"/>	Attendance Dates	
<input type="checkbox"/>	Degree Information	
<input type="checkbox"/>	Degree Candidacy	
<input type="checkbox"/>	Enrollment Dates	
<input type="checkbox"/>	Enrollment Status	
<input type="checkbox"/>	Honors and Awards	
<input type="checkbox"/>	Previous Institutions	
<input type="checkbox"/>	Program/Plan (College/Major)	

Restrict All Release All

Create FERPA Secure PIN For Personal Use

Student records are confidential and protected under the [Family Educational Rights and Privacy Act \(FERPA\)](#). Students contacting UWL offices remotely, such as through a phone call, **must provide their student ID number and another piece of identifiable information to verify their identity.**

UWL encourages students to create a FERPA Secure PIN to help protect their student records from being released to the wrong person.

1. Log into your WINGS account
2. Navigate to the correct page by using the left-hand menu. Select **UW-La Crosse**, then **FERPA Secure PIN**, and then **Set/Update FERPA Secure PIN**



3. Read the **Terms and Conditions** statement for the FERPA Secure Student PIN. Check the **"I Accept These Terms"** if you agree to that statement. If you do not agree, stop here and do not create a PIN.
4. Your name and student ID number should appear in a section below. Select **Set PIN**. A 6-digit number will be generated and appear next to the button.

Student Personal Identification Number (PIN)

Student Identity Verification

Your student records are confidential and protected under the [Family Educational Rights and Privacy Act \(FERPA\)](#). To comply with FERPA, students must verify their identity when contacting UWL offices and discussing personal and confidential information. Students visiting UWL offices may be required to provide a photo ID. Students contacting UWL offices remotely, such as through a phone call, will need to provide their student ID number and a six-digit FERPA SECURE STUDENT PIN number which is available in their WINGS account.

Terms and Conditions of the FERPA SECURE STUDENT PIN:

I understand and agree that by providing my FERPA SECURE STUDENT PIN and student ID number to staff at UWL, I am verifying that I am the student assigned this FERPA SECURE STUDENT PIN and student ID number. Anytime I wish to change my FERPA SECURE STUDENT PIN, I can do so by logging into my WINGS account and manually changing my FERPA SECURE STUDENT PIN.


Accept These Terms

Name: Eagle, Stryker

Campus ID: 989169962

PIN:

Set PIN

5. Scroll down to the bottom of the page and click 
6. If you feel like the number is no longer secure (e.g. someone else may be using the number), you can generate a new PIN by coming back to this page and selected **Set PIN** again and clicking Save. The old PIN will no longer be accepted by UWL offices.

Use the PIN you created to verify your own identity when you call or email an UWL office. Along with your campus ID and your name, this will help identify you to the staff member and allow them to release information to you. If you do not create a PIN for yourself, when you contact those offices, they will instead ask 1) for your campus ID and name; and 2) one or more pieces of personally identifiable information such as a birthdate or other information from your record that will help identify you. If you come in person, they will ask to see a photo ID instead.

This FERPA Secure PIN can be changed at any time. Students should NOT share their personal FERPA Secure PIN with anyone. This is used to authenticate the student's own identity only. To create a PIN for another person to use, see the directions on FERPA Secure PIN for Third Party Use

After the student has graduated or left UWL, the FERPA Secure PIN is no longer available, and student must verify their identity using their campus ID and other pieces of information.

Create FERPA Secure PIN For Third Party Use

UWL staff cannot release student records and financial account information to a parent, guardian, sponsor, or third-party designee without the student's prior formal consent.

Current students may create a FERPA Secure PIN as permission to UWL staff to release the details of the educational record, with some exceptions, to a specified third party such as parents or guardian.

1. Login to your WINGS account.
2. Navigate to the correct page by using the left-hand menu. Select **UW-La Crosse**, then **FERPA Secure PIN**, and then **Set/Update FERPA Secure PIN**.



3. Scroll to the section titled "**Guest Personal Identification Number (PIN).**"
4. Read the **Terms and Conditions** statement for the FERPA Secure Student PIN in that section. Check the "**I Accept These Terms**" if you agree to that statement. If you do not agree, stop here and do not create a PIN.

Guest Personal Identification Number (PIN)

Granting Guest Access to Student Records

Your student records are confidential and protected under the [Family Educational Rights and Privacy Act \(FERPA\)](#). UWL staff cannot release your student records and financial account information to your parent, guardian, sponsor, or third-party designee without your prior formal consent. However, you may set a FERPA SECURE PIN to allow UWL staff to release your personal information to a third-party designee, i.e., anyone who has your name and one of your FERPA SECURE PIN numbers. Please note that campus offices are not required to release your personal information to a person providing your FERPA SECURE PIN, but they may do so. This FERPA SECURE PIN system protects your student records and complies with [FERPA](#).

The FERPA SECURE PIN does not grant access to:

- Course grades
- Current schedule of classes
- The holder to sign documents or forms on behalf of the student

You may remove names from the PIN numbers below to remove access at any time. You may also generate new PINs to remove or change access to your third-party designees at any time while you are a UWL student. Please be careful with whom you share this information as you are choosing to release confidential information about your personal records.

Terms and Conditions of the FERPA SECURE PIN:

I understand and agree that when my FERPA SECURE PIN and name are provided to staff at UWL, it indicates the following:

- That I have granted permission for staff at UWL to share one or more of the following information with the holder of this FERPA SECURE PIN:
 - Information about my tuition, fees and financial aid
 - Information found in my academic record, with the exception of current schedule of classes and all course grades.
- That this action will not permanently remove any FERPA block I may have for other purposes; however, it does indicate my desire for UWL staff to override the FERPA block and communicate with the holder of my FERPA SECURE PIN each time contact is made.
- That anytime I wish to rescind this permission, I can do so by logging into my WINGS account and manually change my FERPA SECURE PIN.
- That after changing my FERPA SECURE PIN, I must provide my new FERPA SECURE PIN to anyone with whom I wish to grant access to the information described above.

I Accept These Terms

5. Three boxes will appear to allow PINs to be created for three individual people. Enter your guest's name in the box next to Name.

To add or modify a third-party designee:


- Enter a third-party designee's first and last name.
- Create a FERPA SECURE PIN for the third-party designee and share it only with that person. To generate a new PIN and erase the old number, click on the Set PIN button.
- Modify a third-party designee's access by marking or unmarking the checkboxes below.
- Assign up to three FERPA SECURE PIN numbers to your third-party designees.
- Click the SAVE button to save your entries and/or changes.

Before your student information may be released, your third-party designee *will be required to* identify themselves, provide your (student) name, and provide their FERPA SECURE PIN to confirm that they are your authorized designee. Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

Name: <input type="text"/>	Name: <input type="text"/>	Name: <input type="text"/>
PIN: <input type="text"/> <input type="button" value="Set PIN"/>	PIN: <input type="text"/> <input type="button" value="Set PIN"/>	PIN: <input type="text"/> <input type="button" value="Set PIN"/>
<input type="checkbox"/> *Finances <input type="checkbox"/> *Academic Records	<input type="checkbox"/> *Finances <input type="checkbox"/> *Academic Records	<input type="checkbox"/> *Finances <input type="checkbox"/> *Academic Records

6. Select **Set PIN**. A 6-digit number will be generated and appear next to the button.
7. Checkmark the boxes labeled **Finances** and/or **Academic Records**.

Name: <input type="text" value="Mother Eagle"/> PIN: <input type="button" value="Set PIN"/>  <input checked="" type="checkbox"/> *Finances <input checked="" type="checkbox"/> *Academic Records	Name: <input type="text" value="Guardian Eagle"/> PIN: <input type="button" value="Set PIN"/> <input checked="" type="checkbox"/> *Finances <input type="checkbox"/> *Academic Records	Name: <input type="text" value="Father Eagle"/> PIN: <input type="button" value="Set PIN"/> <input type="checkbox"/> *Finances <input checked="" type="checkbox"/> *Academic Records
--	---	---

* **Finances**. May discuss account charges and payments, financial aid disbursements, and enrollment status as it relates to your financial obligations to UWL.

* **Academic Records** with the exception of current schedule of classes and all course grades. May discuss application status, placement information, transcript status, test score status, enrollment, progress toward degree, academic standing, etc.

IMPORTANT: By checking these boxes, you are deciding whether one or both of these areas may be discussed with your parent or third party designee. Please exercise caution with whom you share confidential information about your personal records.


Finances: May discuss account charges and payments, financial aid disbursements, and enrollment status as it relates to your financial obligations to UWL.

Academic Records, with the exception of current schedule of classes and all course grades: May discuss application status, placement information, transcript status, test score status, enrollment, progress toward degree, academic standing, etc.

The FERPA Secure PIN does not grant access to:

- Course grades and current schedule of classes
- The holder party to sign documents or make decisions/changes on a student behalf

Please note that campus offices are not required to release the student's personal information to a person providing the FERPA Secure PIN, but they may do so. This FERPA Secure PIN system protects the student's records and complies with the federal privacy law governing student records, FERPA.

8. Scroll down to the bottom of the page and click  .
9. If you feel like the number is no longer secure (e.g. someone else may be using the number), decide to end a guest's access, or if you have another reason, you may change the FERPA Secure PIN any time while still a current student. Generate a new PIN by coming back to the **Set/Update FERPA Secure PIN**, selecting **Set PIN** again next to the name that you would like to update, and click Save. The old PIN will no longer be accepted by UWL offices. To deny access, you may also remove the person's name. Always remember to click **Save**.
10. **Contact your guest and give them the FERPA Secure PIN you generated for them.** They must have that PIN when they contact campus offices for your personal academic or financial information.

Additional things to remember:

- **Directory Information:** If the student gives a FERPA Secure PIN to a parent or other third party, that permission overrides any directory information restrictions already out there. Directory information is that information that is designated as public by the university, and it can be released by the institution for any purpose, at its discretion. Directions on how to restrict director information is separate. However, please remember that UWL offices are not required to release this information to the person providing the FERPA Secure PIN, but may do so.
- **Tuition payments:** Students may provide parents or guests a way to pay tuition through CashNet without access to WINGS. Information on how to create guest access to CashNet can be found on the Cashier's site about [Payment Options](#).
- **Former students:** Former students (graduated or have not attended for a full semester or more) do not have access to WINGS and therefore cannot use the FERPA Secure PIN as identify verification. Former students that call a UWL office should be prepared to supply their student ID number and/or other personal information to prove their identity.

Pay Your Student Bill Online

1. Scroll down to the **Finances** section of your Student Center.
2. Click the **Make a Deposit/Payment** link.

Finances

My Account

Account Inquiry
My Student Loans
Financial Aid
View Financial Aid
Accept/Decline Awards
Report Other Financial Aid

other financial... ▾ ⌵

Account Summary

You owe **2,230.65**.

- Due Now 2,230.65
- Future Due 0.00

** You have a past due balance of 2,230.65 **

Currency used is US Dollar

[Student Choice Refund](#)
[Make a Deposit/Payment](#) [View My Bill](#) [Grant Access to View/Pay Bill](#)

3. A new window should pop up:

UNIVERSITY of WISCONSIN
LA CROSSE

your account view bills make payment Items to Pay help sign out

UW-L Electronic Payments

Please check your WINGS balance to ensure all charges have been paid. Thanks! Please see Cashier's website for additional information <https://www.uwlax.edu/cashiers/>

Your Account

Billing due dates can be found at www.uwlax.edu/cashiers

Current Balance \$2,230.65

[Click here to make a payment or deposit](#) (Zero or credit balances are not displayed)

The last payment received was for \$118.25 on 8/21/2018.

Your Recent Payments

Date	Amount	Action
08/21/2018	\$118.25	View
08/17/2018	\$500.00	View
08/08/2018	\$300.00	View

Parent PINs

[Add New](#)

You currently have no Authorized Payers set up.

Your Bills

[To see bill details \(tuition, fees, finance charges\)](#) [View All](#)

To view all your bills click 'View All'.

Bill	Due Date	Action
<input checked="" type="checkbox"/> eBill Due 12-21-2...	11/20/2018	View
<input checked="" type="checkbox"/> eBill Due 11-19-2...	10/19/2018	View
<input checked="" type="checkbox"/> eBill Due 10-18-2...	09/18/2018	View

Saved Accounts

[Add New](#)

You have no saved payment methods.

[Add another person who can make payment through CashNet](#)

4. Secure payments can be made through this page. (If a window or new tab does not pop up, you may have a pop-up blocker on. Check the settings on your internet browser and then try again.)

More billing information: <https://www.uwlax.edu/cashiers/tuition-and-billing/billing-and-registration/>

Grant Access to View/Pay Bill

1. Scroll down to the **Finances** section of your Student Center.
2. Click on the **Grant Access to View/Pay Bill** button.

The screenshot shows the 'Finances' section of a Student Center. On the left, there are several menu items: 'My Account', 'Financial Aid', and 'Student Choice Refund'. A red arrow points to the 'Grant Access to View/Pay Bill' link in the top navigation bar. Below the arrow, there are three links: 'Make a Deposit/Payment', 'View My Bill', and 'Grant Access to View/Pay Bill'.

3. A new window should pop up. (If a window or new tab does not pop up, you may have a pop-up blocker on. Check the settings on your internet browser and then try again.)
4. The last box on the left side is labeled **Parental PINs**. (Even though its labeled Parental, this permission can be given to anyone the student has chosen.) Click the red **Add New** link in that box

The screenshot shows the 'UW-L Electronic Payments' page. The page has a navigation bar at the top with links for 'your account', 'view bills', 'make payment', 'Items to Pay', 'help', and 'sign out'. The main content area is divided into several sections: 'Your Account', 'Your Recent Payments', 'UWLAXOne.com', 'Parent PINs', 'Your Bills', and 'Saved Accounts'. The 'Parent PINs' section is highlighted with a yellow circle around the 'Add New' link.

5. On the next screen, enter the login name you wish to assign to the parent or authorized payer in the **Authorized Payer** field.

6. Enter that person's **name**, **email address**, and **relationship** to student.
7. You can add a note to the welcome email if you would like.
8. Check **yes** to the question, **Should this person be allowed to login?**
9. Select whether person should be able to see and pay your bills (**access**) or see your bills, pay your bills, and also get the electronic bill by email (**access & receive emails**)
10. When finished, click the **OK** button.

Please check your WINGS balance to ensure all charges have been paid. Thanks! Please see Cashier's website for additional information <https://www.uwlax.edu/cashiers/>

Notice about Parents or Authorized Users:

Parents or Authorized Users have access only to make payment, payment history, and balance on the student account. They do NOT have access to financial aid, grades, or other online student information.

Authorized Payer	<input type="text"/>	*
First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Email Address	<input type="text"/>	*
Confirm Email Address	<input type="text"/>	*
Relationship to Student	<input type="text"/>	*
Phone Number	<input type="text"/>	
Address Line 1	<input type="text"/>	
Address Line 2	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip	<input type="text"/>	
Add a note to the welcome email (optional)	<input type="text"/>	

Should this person...

be allowed to log in? Yes No

have permission to access electronic bills and if so, also receive electronic bill email notifications?

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

11. Be sure to alert your parent or authorized payer that you have created a login for them and that their password will be sent to their email.
12. **Important:** this permission grants access **only** to your bill and to make payments in CashNet. This permission does **not** allow access to financial aid, grades, or other student information in WINGS. To give broader access to a guest or parent, create another guest user account on your Student Center. See the Create Guest Access to Your Student Center section. But if you want your guest to be able to pay your bill for you electronically, you must make them an authorized payor in CashNet following the above steps.
13. More information about billing can be found on the Cashier's website here: <https://www.uwlax.edu/cashiers/tuition-and-billing/billing-and-registration/>

Accept/Decline Your Financial Aid

1. Scroll down to the **Finances** section of your Student Center.
2. Click the **Accept/Decline Awards** link in the **Financial Aid** list.

The screenshot shows the 'Finances' section of a Student Center. Under the 'Financial Aid' menu, the 'Accept/Decline Awards' link is highlighted with a red arrow. Other links include 'View Financial Aid', 'Report Other Financial Aid', and a dropdown menu for 'other financial...'. Below the menu are links for 'Student Choice Refund', 'Make a Deposit/Payment', 'View My Bill', and 'Grant Access to View/Pay Bill'. A message box at the top right states 'You have no outstanding charges at this time.'

3. You may encounter the **Electronic User Consent** agreement. Read through the agreement and either click ok or cancel.

Electronic User Consent

By clicking "OK", you are giving us permission to conduct business with you electronically. If you do not agree, click "Cancel" and email us at finaid@uwlax.edu.

You are also authorizing UW-La Crosse to make a payment on your account with Title IV Financial Aid funds for the costs of tuition and fees, room and board (if contracted) and other current charges for educationally related activities.

Students who are incarcerated in a state or federal correctional institution are not eligible for aid and are required by federal law to inform the Financial Aid Office of their incarceration.

Please also review your rights and responsibilities at <http://www.uwlax.edu/finaid/randr.html>.

OK Cancel Refresh

4. If you click OK, next click on the appropriate **Aid Year** link.

Select Aid Year to View

Select the aid year you wish to view

Aid Year	Institution	Aid Year Description
2020	UW-La Crosse	Financial Aid Year 2019-2020
2019	UW-La Crosse	Financial Aid Year 2018-2019

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

go to ...

5. Check the **Accept** or **Decline** box next to the award and click the **Submit** button.

Financial Aid

Award Package

Financial Aid Year 2019-2020

Your financial aid package has been revised based on updated information. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available. Remember to 'Submit' your changes.

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Pell Grant	Grant	Undergraduate	1,645.00	1,645.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Grant	Grant	Undergraduate	202.00	202.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Subsidized Loan	Loan	Undergraduate	4,500.00	4,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Credit Union Alt Loan	Loan	Undergraduate	3,529.00	3,529.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wisconsin Grant - UW (WHEG)	Grant	Undergraduate	1,089.00	1,089.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal UnSubsidized Loan	Loan	Undergraduate	2,000.00	2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Your Other Loan Eligibility*	Loan	Undergraduate	5,013.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Total			17,978.00	12,965.00		

Accept All

Decline All

Clear All

Update Totals

Currency used is US Dollar

Submit

More information on how to apply for financial aid can be found at www.uwlax.edu/finaid. The Financial Aid office is located in 215 Graff Main Hall and their email is finaid@uwlax.edu.

Finding Your Registration Appointment

1. Locate the **Enrollment Dates** box on the right-hand panel of your Student Center page. The appointment for your shopping cart is listed first. Shopping cart appointments allow you to add courses to your shopping cart and save them there in preparation for your registration appointment. If you only see a shopping cart appointment, the registration appointment has not been assigned yet. The displayed appointment is for the very next term. That is often the Winter or Summer Session. Click the **Details** link to see additional terms.

The screenshot shows a student center interface. On the left, there are navigation links: Search, Plan, Enroll, My Academics, and Schedule Planner. Below these is a dropdown menu for 'other academic...' with a search icon. The main content area is titled 'Academics' and features a 'This Week's Schedule' table. The table has columns for 'Class' and 'Schedule'. Below the table are links for 'Weekly Schedule' and 'Enrollment Shopping Cart'. On the right side, there are several panels: 'Search for Classes', 'Holds' (No Holds), 'To Do List' (Entrance Loan Counseling, Master Promissory Note, More), and 'Enrollment Dates'. The 'Enrollment Dates' panel contains two sections: 'Shopping Cart Appointment' and 'Enrollment Appointment'. The 'Details' link in the 'Enrollment Appointment' section is circled in orange.

This Week's Schedule	
Class	Schedule
CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
ENG 204-413 LEC (4877)	TuTh 11:00AM - 12:25PM Internet
PH 200-04 LEC (4814)	MoWeFr 12:05PM - 1:00PM Wimberly 211
PH 204-02 LEC (4141)	MoWeFr 1:10PM - 2:05PM Centennial 2213
THA 110-03 LEC (2045)	TuTh 8:50AM - 9:45AM Graff Main 247

2. The page may automatically take you to the next term in chronological order, so you may need to click the **Change Term** button to find another term.

Winter 2021 | Undergraduate | UW-La Crosse

Change Term

3. Select the term you would like to see the details on and click the **Continue** button.

Enrollment Dates

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Fall 2020	Undergraduate	UW-La Crosse
<input type="radio"/> Winter 2021	Undergraduate	UW-La Crosse
<input checked="" type="radio"/> Spring 2021	Undergraduate	UW-La Crosse

Continue

4. In the **Enrollment Appointments** section, your registration date is located in the **Regular Academic Session** row. Under in the **Appointment Begins** column, you will see both the date and time your appointment starts. You can continue to register up through the start of the term. The Open Enrollment Dates are the first 5 days of classes in which you can also add/drop. Please note links to your Shopping Cart and to the Add Classes page if you are ready to register.

Spring 2021 | Undergraduate | UW-La Crosse Change Term

Enrollment Appointments


Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	November 23, 2020 11:45AM	January 31, 2021 11:59PM	18.00	18.00	18.00	12.00
First Session - Seven Weeks	November 23, 2020 11:45AM	January 31, 2021 11:59PM	18.00	18.00	18.00	12.00
Second Session - Seven Weeks	November 23, 2020 11:45AM	January 31, 2021 11:59PM	18.00	18.00	18.00	12.00
Dynamic Dates	November 23, 2020 11:45AM	January 31, 2021 11:59PM	18.00	18.00	18.00	12.00

Open Enrollment Dates by Session

Session	Begins On	Last Date to Enroll
UWSystem Collaborative Program	January 26, 2021	February 8, 2021
First Session - Seven Weeks	February 1, 2021	February 5, 2021
Regular Academic Session	February 1, 2021	February 12, 2021
Second Session - Seven Weeks	February 1, 2021	March 26, 2021
Dynamic Dates	February 1, 2021	May 11, 2021

Term Enrollment Limits

Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
18.00	18.00	18.00	12.00


Shopping Cart
Add Classes

5. To find your appointment for a different term, click the **Change Term** button.

Please note:

- Registration appointments are set by the number of credits a student has earned by the week before registration. Larger numbers of credits go first. Special, non-degree seeking students go last.
- This does not include credits you are currently taking (in-progress courses), either at UWL or at another school.
- Earned transfer credit will count in the total if the course has a final grade and the transcript has been received by UWL.
- Your specific enrollment date and time will appear in WINGS approximately 2 weeks prior to the first day of registration.

Search for Classes/Creating a Schedule in Schedule Planner

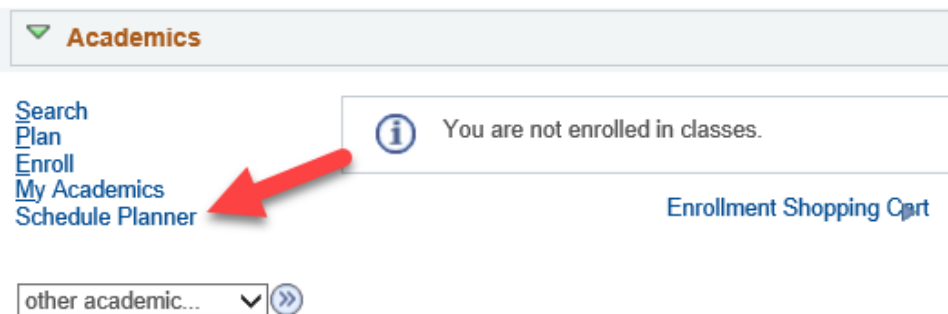
You may use Schedule Planner to start generating test schedules as soon as the next term's schedule is made public. Shopping carts and validation appointments are not created until 1-2 weeks later, so you will not be able to validate whether you meet the prerequisites on the course until that time. Students are notified by email when the carts and appointments are activated.

Please note: Schedule Planner's layout adjusts to the device you are using. The below pictures are based on laptop/desktop view. On a mobile device, the Add Course, Breaks, and Generate Schedules sections may show up as separate tabs at the bottom.

1. Click on the **Schedule Planner** link from your WINGS Student Center. A new window/tab will come up. If you are taken to a page with a button that says **Open Schedule Planner**, click on that button.

Tip: If you are taken back to your main Student Center page, there may be an issue with your browser. Try clearing your cache or use a different browser.

Stryker's Student Center



The screenshot shows the 'Academics' menu with a dropdown arrow. The menu items are: Search, Plan, Enroll, My Academics, and Schedule Planner. A red arrow points to the 'Schedule Planner' link. To the right, there is a notification box that says 'You are not enrolled in classes.' and a link for 'Enrollment Shopping Cart'. Below the menu is a search box with the text 'other academic...' and a search icon.

Schedule Planner

i The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

Instructions:

1. **OPEN SCHEDULE PLANNER** to open the Schedule Planner in a pop-up window.

2. Choose the term you are interested in and click **Save and Continue**.



Select Term

Term

Summer 2020

Fall 2020

✓ Save and Continue

3. You are now on the **Build Schedule** screen.



4. The various filters at the top of the screen affect which courses you will find in your search. Click on the Change button to change your filters.

Course Status	Open Classes Only	Change	Term	Fall 2020	Change
Sessions	All Sessions Selected	Change	Instruction Modes	All Instruction Modes Selected	Change

- a. **Course Status:** can limit your search to open classes (classes that still have seats available) or to both open & full classes
- Setting the Course Status to **Open Classes Only** means you will only see classes that have open seats in your search. Classes that require permission to get in may be set to 0 seats and look closed. Change the Course Status from **Open Classes Only** to **Open & Full** to if the course you are looking for is not in results at first.
 - Classes that are full but have a wait list are under the Open & Full filter**
- b. **Sessions:** in most situations keeping all of these checked will give you the best results.
- If you want to limit your options to only classes that run the entire semester, only check the **Regular Academic Session**.

- ii. If you are looking to add a shorter class, choose one of the shorter sessions.
 - iii. **Dynamic Dates** means the class can have an unusual start and/or end date.
 - iv. Summer term will have many more session options to choose from, so the session filter is often more widely used when searching for summer classes.
- c. **Term:** what term of classes you would like to search. There is often more than one term available, so check that this is set correctly before searching

d. Instruction Modes:

- i. **Blended (In Person/Online/ITV), a.k.a. Hybrid:** Course in which content delivery, course activities, and assessments take place both in a physical classroom and online. The percentage in which the class meets in a classroom versus online is determined by the department & instructor.
- ii. **Independent Study:** Students work out with their instructor when they will meet and what topic they will study. This type of course always requires instructor approval in order to register. First years and sophomores vary rarely have this type of course.
- iii. **In-Person:** Course in which content delivery, course activities, and assessments take place in a physical classroom.
- iv. **Online Asynchronous or Online:** All content and course activities take place online. Students do not meet in person at a physical site. Although there are deadlines for students by which they need to complete work, there are no requirements for a specific date/time when the student must be available.
- v. **Online Synchronous:** All content and course activities take place online. Some or all of the class still takes place at a scheduled time. Online elements can be required (e.g., a lecture or exam) or optional (e.g., office hours or discussion times). A meeting date & time is listed in the schedule and enrolled students must schedule other classes/activities around that time.

5. Use **+Add Breaks** to build in activities that you want to schedule around such as lunch, practice, or work.

Breaks + Add Break

Select All ✕

Practice ⚙ Edit ✕

MTWThF - 3:15pm to 6:15pm

⚙ Advanced Options
📅 View Schedules

6. Click **+Add Course** to find and add courses to use in a schedule.

Courses + Add Course

Add the courses you wish to take for the upcoming term.

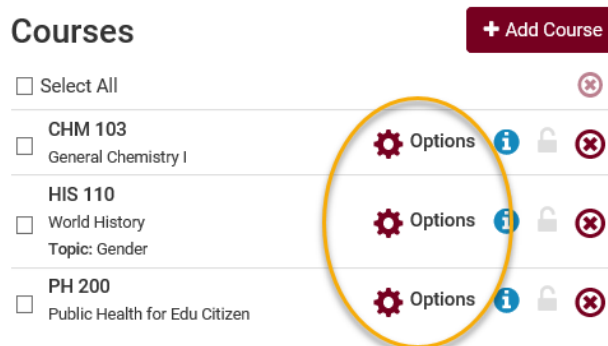
7. Use the course filters on the Add Course screen to find your course.
- a. **My Planner** helps you to find courses you have already put term by term into the Academic Planner in your WINGS Student Center. If no classes show here, you do not have any classes in that term in the My Planner in WINGS. Unassigned courses (not assigned to a term) do not appear in Schedule Planner. Directions on using My Planner are posted separately.
 - b. **Course Attributes** allow you to search for:
 - i. **Community Engaged Learning** courses
 - ii. **Sustainability** courses - sustainability will be the core theme of the course or a topic within the course
 - iii. **General Education Program** courses - search by categories GE00-GE09
 - 1. A course can only be in one Gen Ed category.
 - iv. You can add more than one attribute to search at the same time. However, the course will have to have both attributes to show up in the results.
 - 1. **Most courses will only have one attribute.**

- c. If the course has a topic, an additional field will appear in the search. You must select a topic before you can add the course. Only one topic can be added at a time. To search the availability of multiple topics, add the course multiple times to your list, each time a different topic.

Tip: to see the description for the individual topic, add it to the Desired Courses list. Then click Done to go back to main page. In the Course list, click on Options. Then click on the information bubble "I" to see the course details. The topic description is in the Notes.

- d. Click **+Add Course** when you find the course you want. It will put the course in the right column so you can search for more courses to add.
- e. If you change your mind about a course you've added, you can use the red X to remove it.

8. Click **Done** when ready to generate a schedule. You will be returned to the main Plan Schedule tab and the courses you chose will appear under the +Add Course section.
9. Filter more by using **Options**, the gear icon next to each course in the Add Course list. The **Generate Schedules** step will use your filters to narrow down your list of options even further.




- a. **Filter by exact time:** click on Options. Each section displays its scheduled time and mode of instruction. Check only the sections you would like to get into. Be sure to pay attention to whether there are still seats available in your desired section.

Enabled (2 of 4) Advanced Filters

<input type="checkbox"/>	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits	Instruction Mode
<input checked="" type="checkbox"/>	01	LEC	1	Katie Wagoner	MWF 9:55am - 10:50am - Wimberly 105 105	La Crosse	3	In Person
	Instruction Mode: In Person							
<input type="checkbox"/>	02	LEC	14	Robert Jecklin	Internet INTERNET	La Crosse	3	Online Asynchronous
	Instruction Mode: Online Asynchronous							
<input type="checkbox"/>	03	LEC	17	Robert Jecklin	Internet INTERNET	La Crosse	3	Online Asynchronous
	Instruction Mode: Online Asynchronous							
<input checked="" type="checkbox"/>	04	LEC	20	Gary Gilmore	MWF 12:05pm - 1:00pm - Wimberly 228 228	La Crosse	3	Online Synchronous
	Instruction Mode: Online Synchronous							

- b. **Find the closed sections with wait lists that have room on the wait lists:** Make sure the Course Status filter at the top of the main screen is looking for both Open & Full sections. Then click on Options next to your course. Click on the blue information bubble next to a section to see if there is a wait list. If there are students on the wait list, a **Waitlist** number will show. If there are seats available in the wait list, a **Waitlist Open** number will show. If there is no wait list at all, neither one of these will show.

 01 LEC 0 Megan Leach

Title: Accounting Principles I
 Component: LEC
 Session: Regular Academic Session
 Waitlist: 3
 Waitlist Open: 27
 Description: An introduction to accounting as an information system. Emphasis is on reporting to external constituencies: investors and creditors. Topics include recording economic activities of the firm and the resultant financial reports, time value of money concept and its applications to financial reporting.
 Textbook: [View Books to Buy](#)

- c. **Filter by instructor:** click on the Options next to your course. Then click on the **Advanced Options** link.

Public Health 200

Public Health for Edu Citizen

Please select the classes you wish to include.

Enabled (4 of 4) 🔍 Advanced Filters

Section	Component	Seats	Instructor	Day(s) & Location(s)	Campus	Credits	Instruction Mode
---------	-----------	-------	------------	----------------------	--------	---------	------------------

Tips when using Options:

- Click the **Generate Schedules** button in step 10 first, before adding more filters, so that you can see the largest number of possibilities first. Getting very specific before you know what is available will make it more difficult to find an open schedule.
 - If too many filters are selected, it is possible to end up with 0 possible schedules. In that case, go back and adjust your selected filters or update the list of courses you are scheduling.
 - See how many seats are available in all sections of a course by clicking on the **Options**. If all of the sections say 0, click on the blue info button to see if there is a wait list.
 - If you have changed the **Course Status** filter to include both open and closed sections in order to see wait lists, you use the checkboxes under Options to uncheck any closed sections that don't have a wait list or have a full wait list.
 - If you have the **Course Status** filter to include only open classes, the closed sections will display on the **Disabled** tab.
10. Click on **Generate Schedules** to view potential schedules based on those courses (and filters, if you have added any). The example below has generated 132 possible schedules. You can look through those schedules or use the additional filters under Options to narrow down your results more.

Courses

+ Add Course

- Select All ✕
- CHM 103
General Chemistry I Options ⓘ 🔒 ✕
- HIS 110
World History
Topic: Gender Options ⓘ 🔒 ✕
- PH 200
Public Health for Edu Citizen Options ⓘ 🔒 ✕

Breaks

+ Add Break

- Select All ✕
- Practice
MTWThF - 3:15pm to 6:15pm Edit ✕

Schedules

⚙️ Advanced Options

📅 View Schedules

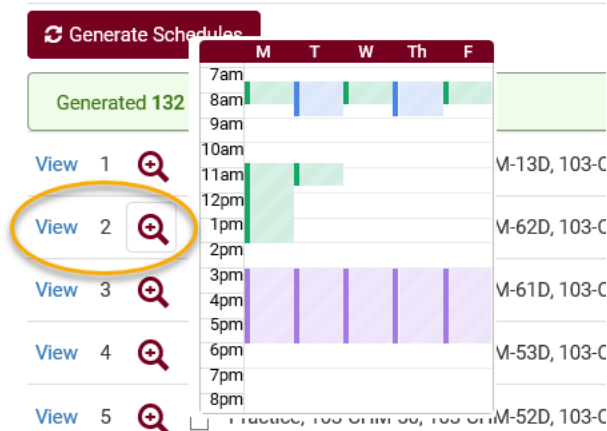
🔄 Generate Schedules

Generated 132 Schedules ✕

[View](#) 1 🔍 Practice, 103-CHM-10, 103-CHM-13D, 103-CHM-14L, 110-HIS-03, 200-PH-04

[View](#) 2 🔍 Practice, 103-CHM-60, 103-CHM-62D, 103-CHM-61L, 110-HIS-05, 200-PH-03

11. Hover over the magnifying class with your cursor to see a miniature view of the weekly schedule. Click on the blue **View** link to see the large view.



12. Once you have clicked **View**, you can click through the various schedules using the arrows at the top.




[Back](#)
[Print](#)
[Email](#)
[Validate](#)
[Send to Shopping Cart](#)
Schedule 3 of 132

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

13. Review the possible schedules. Look at the available seats, the times the various sections are offered and whether the courses you want conflict, and test out various scenarios using some or all of the following options, including making several of your best schedules "**Favorites**."

- a. Click on the **Lock** icon next to the course section you want to keep that section in your schedule. After locking a class, any new schedules generated will keep that specific section. If you change your mind about keeping the section, click the lock icon again to unlock
 - i. Please note if locking all the sections, you are essentially saving that one specific schedule which will remain in your Schedule Planner until you are ready to send it to your shopping cart. Consider using the **Favorites** option below instead, which will allow you to save more than one schedule.
 - ii. Locking a schedule **does not** reserve you a seat in the section.

Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Not Enrolled 	2187	CHM	103	60	69	MWF 7:45am - 8:40am - Wimberly 102 102	09/09/2020 - 12/16/2020	0	In Person
Not Enrolled 	2188	CHM	103	61D	9	T 9:55am - 10:50am - Cowley 103 103	09/08/2020 - 12/15/2020	0	In Person
Not Enrolled 	2191	CHM	103	61L	4	M 11:00am - 2:05pm - Prairie Springs 2009 2009	09/14/2020 - 12/14/2020	5	In Person

- b. Click on the blue information bubble to review the **Class Details**. Class details include: instructor's name, course description, if there is a wait list, number of seats open in wait list (if the section has one), prerequisites, if consent is required to register, mode of instruction, view books to buy, and important notes about that section.

Shopping Cart

[Email](#)[Validate](#)[Edit Cart](#)[Print](#)[Register](#)

	Subject	Course	Section	Component	Day(s) & Location(s)	Instruction Mode
	CHM	103	61L	LAB	M 11:00am - 2:05pm - Prairie Springs 2009 2009	In Person
Instruction Mode: In Person						
	CHM	103	61D	DIS	T 9:55am - 10:50am - Cowley 103 103	In Person
Instruction Mode: In Person						
	CHM	103	60	LEC	MWF 7:45am - 8:40am - Wimberly 102 102	In Person
Instruction Mode: In Person						
<p>Title: General Chemistry I</p> <p>Component: LEC</p> <p>Session: Regular Academic Session</p> <p>Instructor: Bryan Borders</p> <p>Description: An introduction to chemistry including topics in atomic structure, chemical bonding, molecular structure, chemical stoichiometry, reactivity, states of matter, solutions, acid-base theory, and nuclear chemistry, and also including selected topics in descriptive and applied chemistry. Scientific inquiry, experimental design and data analysis are included. Lect. 3, Lab 3, Disc. 1.</p> <p>Textbook: View Books to Buy</p> <p>Instruction Mode: In Person</p>						
<p>Day(s) & Location(s): MWF 7:45am - 8:40am - Wimberly 102 102 Dates: 09/09/2020 - 12/16/2020</p> <p>Notes: Students registering for lecture 60 must also register for one discussion group(61D, 62D or 63D) and one lab section (61L thru 65L).</p> <p>Associated: Prerequisite: grade of "C" or better in MTH 150 or placement into MTH 151 or higher.</p> <p>Consent: No Special Consent Required</p> <p>Drop Consent: No Special Consent Required</p> <p>Enrollment Requirement: Prerequisite: grade of "C" or better in MTH 150 or placement into MTH 151 or higher. Students who are currently enrolled in CHM 103 may not register for this course again until after priority registration (unless they have instructor/department consent).</p>						
<p>Prerequisites</p>						
<p>If consent/override is required to register</p>						
<p>Remember to read the notes.</p>						
<p>This is the lecture section</p>						
Instruction Mode: In Person						
	HIS	110	05	LEC	TTh 7:45am - 9:10am - Wimberly 102 102	In Person

Tip: The link to view your textbooks may not be available immediately upon registration. Be sure to check the list after you are registered.

c. Creating Favorite Schedules:

Tip: Have several Favorite schedules saved to give yourself more options on your day of registration. Set them up ahead of time and then wait until the day of your registration appointment to send your preferred schedule to the shopping cart. This makes it easy to see whether seats are still available in your preferred schedules and saves time if you need to make changes because you won't need to drop classes out of the shopping cart first to generate new schedules.

- i. Click on the "Favorites" heart icon at the top to save a schedule.

Potential Schedule

Schedule 2 of 14

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

- ii. Enter a name to help keep track of which saved schedule is which. Click OK when done.

What name would you like to give this Schedule?

CHM Lab Wed @ 2:15-5:20 pm Schedule

Cancel

- iii. You may go back to the top and keep scrolling through the schedules. If you find another possibility, follow the same steps to make it a Favorite but give it a different label.
- iv. You can have as many favorites as you want, and you can return to edit them from the Plan Schedule page.

Schedules

➔

♥ Favorites 3
⚙️ Advanced Options
📅 View Schedules

🔄 Generate Schedules

View	🔍	<input type="checkbox"/>	CHM Lab Wed @ 2:15-5:20 pm Schedule <small>103-CHM-40, 103-CHM-43D, 103-CHM-44L, 110-HIS-20, 200-PH-02</small>	✎ ✕
View	🔍	<input type="checkbox"/>	CHM Lab Mon @ 2:15-5:20 pm Schedule <small>103-CHM-10, 103-CHM-11D, 103-CHM-12L, 110-HIS-20, 200-PH-01</small>	✎ ✕
View	🔍	<input type="checkbox"/>	CHM Lab Tues @ 7:45am-10:50 pm Schedule <small>103-CHM-10, 103-CHM-11D, 103-CHM-13L, 110-HIS-20, 200-PH-01</small>	✎ ✕

- v. Saving a Favorite schedule **does not** reserve you a seat in the class.
- vi. Once your registration appointment starts, you can review the schedule and see if there are still open seats. If one of your Favorites has a class that is full, you can move onto the next Favorite schedule and check there.

View Favorite: CHM Lab Wed @ 2:15-5:20 pm Schedule

Back Print Email Validate Send to Shopping Cart Schedule 1 of 3

You are viewing a potential schedule only and you must still register.

Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
2107	CHM	103	40	20	MWF 9:55am - 10:50am	01/24/2022 - 05/06/2022	0	In Person
Instruction Mode: In Person								
2110	CHM	103	43D	5	Th 2:15pm - 3:10pm	01/27/2022 - 05/05/2022	0	In Person
Instruction Mode: In Person								
2169	CHM	103	44L	2	W 2:15pm - 5:20pm	01/26/2022 - 05/04/2022	5	In Person
Instruction Mode: In Person								
3970	HIS	110	20	30			3	In Person
Instruction Mode: In Person								
2964	PH	200	02	0	MWF 12:05pm - 1:00pm	01/24/2022 - 05/06/2022	3	In Person
Instruction Mode: In Person								
							11	

d. If you haven't made a Favorite schedule, you can also lock all the sections with the lock icon and you will be able to return to that one schedule when its time to put them in your shopping cart.

14. Once you have chosen a schedule, click **Validate** at the top to see if you will meet the prerequisites for those courses. If you do not meet the prerequisites, you will not be able to enroll in the course. If you see a red X, be sure to read why you will not be able to enroll in the course. If you have questions about the message, contact your academic advisor or the Records office.

a. You must have a validation appointment in order to validate your schedule. Those appointments are created a week or two before mid-term of the current semester. If there is not appointment, you will receive a permissions error when you try to validate.

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

Validate Results

You should have no problem registering for these courses:

15. If you are satisfied with the schedule, mark it using the **Favorite** heart icon at the top and give it a name you will remember.

16. When your registration appointment starts and you are ready to register, go to that Favorite and then click **Send to Shopping Cart**.

- a. If shopping carts are not open yet, you will receive a permissions error message. Shopping carts for the next term are activated a week or two before mid-term.

Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Not Enrolled	2187	CHM	103	60	69	MWF 7:45am - 8:40am - Wimberly 102 102	09/09/2020 - 12/16/2020	0	In Person

17. If the schedule went to the shopping cart successfully, you will see all of your classes under the **Shopping Cart** tab.

- a. If it is your time to register, click on **Register** to continue the process.
- b. If you need to make changes, you can click on **Edit Cart** to remove some or all of the courses from your cart.

Subject	Course	Section	Component	Day(s) & Location(s)	Instruction Mode
CHM	103	61L	LAB	M 11:00am - 2:05pm - Prairie Springs 2009 2009	In Person
CHM	103	61D	DIS	T 9:55am - 10:50am - Cowley 103 103	In Person

Your selected courses must be in your shopping cart before you can register. Having a course in your shopping cart does not reserve a seat in the class.

Review the "Register Using Schedule Planner" directions for more details on how to finish registering.

Search for Classes/Using the Shopping Cart in Your WINGS Student Center

You may use your WINGS Student Center to start searching for classes as soon as the next term's schedule is made public. Shopping carts and validation appointments are not created until 1-2 weeks later, so you will not be able to validate whether you meet the prerequisites on the course until that time. Students are notified by email when the carts and appointments are activated.

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

Stryker's Student Center

Academics

Search
Plan
Enroll
My Academics
Schedule Planner

Deadlines URL

Fall 2020 Schedule

Class	Schedule
CHM 103-20	MoWeFr 8:50AM - 9:45AM

Search for Classes

Holds

No Holds.

2. On the next page, note that the **Search** and **Search for Classes** tabs are selected.
 - a. Also, note the other tabs for future reference. You can use them when managing your Shopping Cart and planning your courses (**Plan**); enrolling, dropping, and swapping classes (**Enroll**); and looking at other details of your academic record (**My Academics**).

Stryker Eagle

go to ...

Search Plan Enroll My Academics

Search for Classes | Browse Course Catalog

Search for Classes

Enter Search Criteria

3. The search defaults to display just one term. In order to search another term, click the drop-down list, and select the term you would like to search.

Enter Search Criteria

Search for Classes

Institution: UW-La Crosse

Term: 2020 Fall
2020 Spring
2020 Summer
2020 Winter Session

Select at least 2 search criteria. Select Search

▼ Class Search

select subject Subject

Course Number: is exactly

Course Career:

Show Open Classes Only

4. Click the **Select Subject** button in the **Class Search** section. If you already know the course prefix, type in the prefix into the **Subject** field and skip ahead to step 8.

▼ Class Search

select subject Subject

Course Number: is exactly

Course Career:

Show Open Classes Only

5. In the A-Z list, click the first letter of the subject you would like to search.
6. Click the **Select** link next to the subject you would like to search. Do not select a subject without a description; those are prefixes that are no longer active.

Enter Search Criteria

UW-La Crosse | 2020 Fall

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Select	ACC	Accountancy
Select	ANT	Anthropology
Select	APH	Art Photography
Select	ARA	Arabic
Select	ARC	Archaeology

7. The subject you selected from the A-Z list should now appear in the **Subject** field under the **Class Search** section.
8. If you know the exact course number you are searching for, you can enter it into the corresponding box and skip ahead to step 14. Otherwise, go to step 9.
9. Select either Graduate or Undergraduate for **Course Career**.

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Anthropology

Course Number

Course Career

Show Open Classes Only

▼ Additional Search Criteria

10. The box marked **Show Open Classes Only** might be checked. If you would like to see **all** classes (open, closed, & wait listed), make sure this box is unchecked. Classes with wait lists only show up if this is unchecked.

11. To narrow your results down, there are additional search criteria available, including: meeting time, day of the week, instructor last name, class nbr, course title keyword, minimum or maximum units, session, mode of instruction, or requirement designation, under the section titled **Additional Search Criteria**.

▼ Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Location

Requirement Designation

Course Attribute

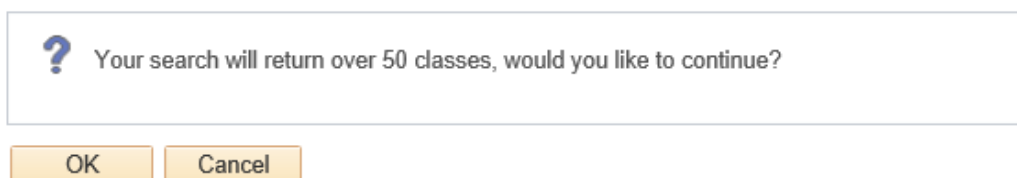
Course Attribute Value




12. Look for the relevant criteria and enter your preference in the corresponding field. Explanations for some of the criteria are below:
- a. **Class Nbr** - is the 4 digit number assigned to each individual section of the course (not the same number as the 3-digit Course Number) to identify a specific section. You may have been given this number by an instructor or advisor to help you find the exact class you need.
 - b. **Minimum/Maximum Units** - number of credits of the course you want
 - c. **Session** - if course is not a full semester/term course, select a different time.
 - i. For half-semester courses, select either First Session - Seven Week or Second Session - Seven Week.
 - ii. For summer courses, there are the regular 3 four-week sessions; a twelve-week session; various three-week, six-week, and eight-week sessions; and many Dynamically Dated courses. **Dynamic Dates** are dates that fall outside or between the normal session dates of the term. These classes can be much longer or much shorter than average.
 - d. **Mode of Instruction** -
 - i. **Blended (In Person/Online/ITV), a.k.a. Hybrid:** Course in which content delivery, course activities, and assessments take place both in a physical classroom and online. The percentage in which the class meets in a classroom versus online is determined by the department & instructor.
 - ii. **Independent Study:** Students work out with their instructor when they will meet and what topic they will study. This type of course always requires instructor approval in order to register. First years and sophomores vary rarely have this type of course.
 - iii. **In-Person:** Course in which content delivery, course activities, and assessments take place in a physical classroom.
 - iv. **Online Asynchronous or Online:** All content and course activities take place online. Students do not meet in person at a physical site. Although there are deadlines for students by which they need to complete work, there are no requirements for a specific date/time when the student must be available.
 - v. **Online Synchronous:** All content and course activities take place online. Some or all of the class still takes place at a scheduled time. Online elements can be required (e.g., a lecture or exam) or optional (e.g., office hours or discussion times). A meeting date & time is listed in the schedule and enrolled students must schedule other classes/activities around that time.
 - e. **Requirement Designation** - to narrow results down to a specific general education requirement/category, or to find writing emphasis courses. For example: GE08: Arts will limit the results to only courses that satisfy the Arts: the Aesthetic Experience general education requirement. This filter also allows you to search by general education subcategories (e.g. GE04-01 World History versus GE04-02 Global/Multicultural Studies).




- f. **Course Attribute and Course Attribute Value** - to narrow down results to a specific type of attribute. UWL has attributes indicating if the course is in a general education category, a Community Engaged Learning course, or have a sustainability related theme or topic. Once you choose an Attribute, narrow down the results further by selecting a related Attribute Value. Please note that the general education categories are better searched using the Requirement Designation filter because that filter breaks down the categories into subcategories.

13. When you are finished, click the **Search** button.

14. If notified that the search will return over 50 classes, either click **Cancel** to modify your search criteria or click **OK** to see them all.





15. The open courses are marked with a green circle , while closed courses are marked with a blue box . The yellow triangle  is for courses with wait lists. Remember, wait listed courses only appear if the **Show Open Classes Only** is unchecked.

 Open
 Closed
 Wait List

New Search
Modify Search

2 class section(s) found

▼ **ANT 101 - Human Nature/Human Culture**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1021	01-LEC Regular	MoWe 2:15PM - 3:40PM	Centennial 2305	Elizabeth Peacock	09/08/2020 - 12/16/2020	 Select
Notes: This is a combined section class						
2622	02-LEC Regular	MoWe 2:15PM - 3:40PM	Centennial 2305	Elizabeth Peacock	09/08/2020 - 12/16/2020	 Select
Notes: This is a combined section class						

New Search
Modify Search

16. Also, keep in mind that if you did not enter the exact number of the course you are looking for, all courses applicable to your criteria will appear on this page.

17. To view more information on a particular course, click on the course **Section** link. Or you can add the class to your Shopping Cart right away by clicking **Select**.

ANT 101 - Human Nature/Human Culture						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
2622	02-LEC Regular	MoWe 2:15PM - 3:40PM	Centennial 2305	Elizabeth Peacock	09/08/2020 - 12/16/2020	● Select

Notes: This is a combined section class

18. If you clicked the course's blue link, the **Class Detail** page will appear. Review the information to learn more about the class. Some info included is number of credits (units), class capacity, available seats left, wait list information, enrollment requirements (prerequisites), and the course description.

- A course's prerequisites will display in the **Enrollment Information** section as **Enrollment Requirements**. If there is nothing showing, the section does not have prerequisites.
- Class Attributes** are often the general education category that the course satisfied.
- If the section is part of a combined section, it shows the combined sections' capacity and available seats in all sections. Which sections are combined are also shown. Combined classes normally do not have wait lists.

Class Detail

ANT 101 - 02 Human Nature/Human Culture
UW-La Crosse | 2020 Fall | Lecture

Class Details	
Status	Open ●
Class Number	2622
Session	Regular Academic Session
Units	3 units
Class Components	Lecture Required
Career	Undergraduate
Dates	9/8/2020 - 12/16/2020
Grading	Graded
Location	La Crosse
Campus	La Crosse

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWe 2:15PM - 3:40PM	Centennial 2305	Elizabeth Peacock	09/08/2020 - 12/16/2020

Enrollment Information	
Class Attributes	GE06: Self and Society

Class Availability			
Combined Section Capacity	70	Wait List Capacity	0
Enrollment Total	61	Wait List Total	0
Available Seats	9		

Combined Section				
View Details	Description	Status	Enrl Tot	Wait Tot
ANT 101-01 LEC (1021)	Human Nature/Human Culture	■ Closed	35	0
ANT 101-02 LEC (2622)	Human Nature/Human Culture	● Open	26	0

Description
This course provides an overview of the four subfields of anthropology: physical anthropology, archaeology, cultural anthropology, and linguistic anthropology. The course will focus on how anthropologists seek to understand what it means to be human by examining how people are biologically, culturally, and socially similar and different around the world. We will cover multiple aspects of the human experience, including human evolution and biological diversity, primates and hominids, domestication and subsistence practices, marriage systems, sex and gender norms, religious beliefs, and linguistic diversity.

[View Search Results](#)

[Select Class](#)

19. Return to the previous page by clicking the **View Search Results** button.
20. The **Textbook List** and/or **Class Notes** are on both the Search Results page and the Class Details page.

ENG 357 - World Literature						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
4880	01-LEC Regular	TuTh 3:55PM - 5:20PM	Wimberly 314	Bradley Butterfield	09/08/2020 - 12/16/2020	●
Class Notes View Books to Buy						

- a. **Class Notes** explain anything else the student may need to know about the class, including additional fees that may not be refundable.
- b. The **View Books to Buy** link takes you out of WINGS to see what books you will have to buy/rent. In addition, two weeks before the term starts, the textbook list for all your classes is available from the drop down list in the Academics section of your Student Center. If there is no **Textbook List** link, there are no books for that class yet.

Stryker's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Schedule Planner](#)

i You are not enrolled in classes.

[Enrollment Shopping Cart](#)

[Textbook List](#) v »

21. To add a class to your Shopping Cart, click on the **Select Class** button.

IMPORTANT: putting a class in your shopping cart **does not reserve you a seat** in the class. There are additional steps to registration after the courses are added to your cart. The additional steps to registration can only be completed once your registration appointment starts. There are separate directions on "How to Register for a Course using WINGS."

- a. For CHM 103 and CHM 104, you must also choose a discussion section on the **Related Class Sections** screen. Select your desired section before clicking Next. Depending on what discussion you choose, the lecture will automatically be added. A small number of other classes offer similar choices in their registration.

1. Select classes to add - Related Class Sections

Fall 2020 | Undergraduate | UW-La Crosse

CHM 103 - General Chemistry I

Lab/Studio Section 61L

selected Mo 11:00AM - 2:05PM Prairie Springs 2009

Open Closed Wait List

You will automatically be enrolled in the following related class:

Description	Section	Schedule	Room	Instructor	Status
Lecture	60	MoWeFr 7:45AM - 8:40AM	Wimberly 102	B. Borders	<input checked="" type="radio"/>

Select Discussion section (Required): Personalize | View All | First 1-3 of 3 Last

Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	2188 61D	Tu 9:55AM - 10:50AM	Cowley 103	B. Borders	<input checked="" type="radio"/>
<input type="radio"/>	2189 62D	Tu 11:00AM - 11:55AM	Cowley 103	B. Borders	<input checked="" type="radio"/>
<input type="radio"/>	2190 63D	Tu 1:10PM - 2:05PM	Wimberly 203	B. Borders	<input checked="" type="radio"/>

- b. If the class is full, you can add yourself to a wait list on the **Enrollment Preferences** screen by clicking Wait list if class is full when registering. If the class is already in your shopping cart but you didn't check the wait list box, you will have to drop it out of your cart and put it back in so that you can check the wait list box. Not all classes have wait lists. The course will have an orange triangle if it has a wait list. ▲

[Search for Classes](#)

Add to Shopping Cart - Enrollment Preferences

Fall 2020 | Undergraduate | UW-La Crosse

ANT 101 - Human Nature/Human Culture

Class Preferences

ANT 101-02 Lecture Open

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- GE06: Self and Society

Requirement Designation GE06: Self and Society

Units 3.00

Wait List Wait list if class is full

Grading Graded

Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Lecture	MoWe 2:15PM - 3:40PM	Centennial 2305	Elizabeth Peacock	09/08/2020 - 12/16/2020

22. Once you have selected a class, on the next screen, click **Next**.

- a. If you were successful in adding to your **Shopping Cart**, you will get a green check mark at the top.

- b. You can click on the show all button at the top to see everything currently in your shopping cart. If you were already registered for a course, that would show up on the left

Search Results

UW-La Crosse | 2020 Fall

My Class Schedule

You are not registered for classes in this term.

Shopping Cart

Show All

ANT 101

MoWe 2:15PM - 3:40PM
Centennial 2305

The following classes match your search criteria Course Subject: **Anthropology**, Course Number is exactly '101', Show Open Classes Only: **No**

✔ ANT 101 has been added to your Shopping Cart.

● Open

■ Closed

▲ Wait List

New Search

Modify Search

23. To start a new search, on the Search Results screen, click the **New Search** button.

24. To return to your shopping cart in WINGS, there is a link to the enrollment shopping cart on your home screen. You can also get to it while you are searching for classes by clicking on the **Plan** tab, and then the **Shopping Cart** subtab.

Stryker Eagle

go to ...

Search

Plan

Enroll

My Academics

My Planner

My Planner

Shopping Cart

Course History

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.

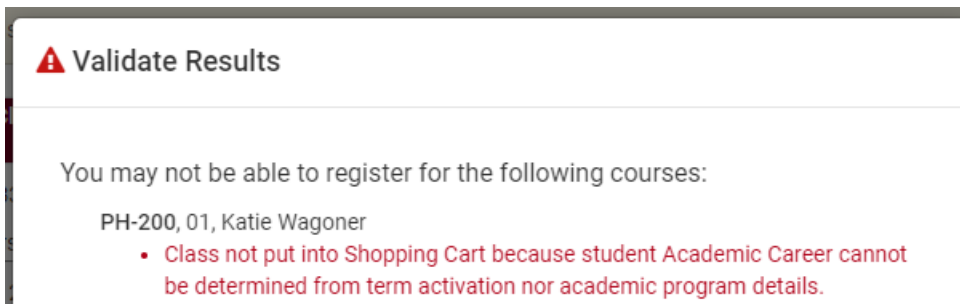
Fall 2020 | Undergraduate | UW-La Crosse

Change Term

Validating Your Schedule in Schedule Planner (a.k.a. checking the prerequisites)

Use this feature to check whether you meet all the course prerequisites **before** you register instead of during the enrollment process.

1. Generate a schedule with one or more courses in it following the steps in "**Search for Classes/Creating a Schedule using Schedule Planner.**"
 - **Important:** You must have a validation appointment to check the prerequisites on your schedule. If you try to validate too early, you will receive this error:



- You can still develop and save a schedule using the Favorites icon to be ready when shopping carts open. You can also verify the courses the day of or a few days before your registration appointment starts.

Tip: to find out if validation appointments have been set, go into your WINGS Student Center and look in the "Enrollment Dates" section on the right hand side. If you see a Shopping Cart Appointment listed, you should be able to validate your schedule.



2. Click on the **View** link next to a potential schedule that you like.
 - If you already have courses in your shopping cart, go directly to the shopping cart by clicking Shopping Cart in the top bar. (If you are on a mobile device, this might be at the bottom.)

3. Click **Validate**

Potential Schedule for Spring 2022

◀ Back Print Email **Validate** Send to Shopping Cart

Schedule 3 of 127

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
Not Enrolled	1269	CHM	103	10	121	MWF 7:45am - 8:40am	01/24/2022 - 05/06/2022	0	In Person

4. Review your results. The red X means there is a prerequisite or instructor permission problem. Read the message to find out more.
 - If you receive an “Enrollment Requisites are not met” error, review your Course History to figure out which course or requirement you might be missing. Speak with the department/instructor offering the course if you have questions about the prerequisites.
 - "Consent Required" means you will need permission from the instructor to get into the class.
 - A green checkmark means you will be able to register into the course.
 - If you receive a message that starts with "This course has been taken previously," check your Course History to verify if you received a "D" or "F" in that class. For undergraduates, only classes that have been graded with a "D" or an "F" can be repeated, unless the class is a topics class where you can take it again as a different topic.
 - You will be able to register into this class; however, for a class that is not repeatable, **you will be dropped from the class before the start of the term if you do not drop yourself first.**
 - The message “The Requirement Designation Option was set to "YES" by the enrollment process” means that the course is a general education or

writing emphasis course. If there is a green check mark with it, there is no problem.

⚠ Validate Results

You may not be able to register for the following course:

MKT-309, 08, Maggie McDermott

- This class requires Instructor Consent Required consent. You will need to obtain permission to add this class.

✔ You should have no problem registering for this course:

PHL-100, 411, Sheryl Tuttle Ross

- General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information. The Requirement Designation option was set to 'yes' by the enrollment process.

Remember, you are **not** registered for this course. Validating your schedule confirms that you will be able to successfully register when your registration window opens.

OK

5. Change or keep courses, as needed.

6. If you add or change courses, be sure to validate again to catch any new errors.

Things to remember:

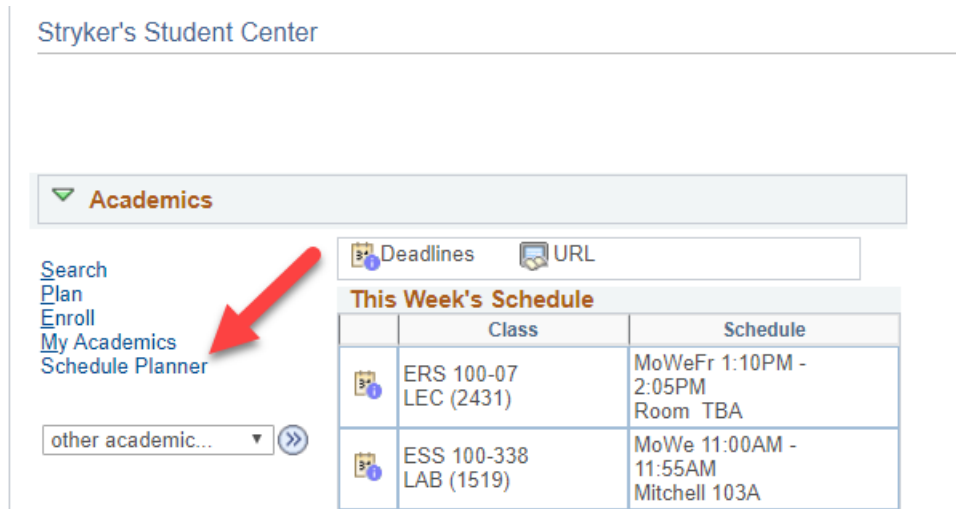
- Students are able to validate courses through the 5th day of class.
- In your WINGS Student Center, classes must be in the shopping cart AND there must be a validation appointment in order to validate. Your shopping cart can be found under the "Plan" link in the Academics section, and then by finding the Shopping Cart tab at the top of the next page.

If you have questions, please contact the Records and Registration Office in 117 Graff Main Hall or at records@uwlax.edu, 608.785.8951.

How to Register for a Class using Schedule Planner

**If you already have your schedule ready for registration, skip ahead to step 14.

1. Click the **Schedule Planner** link under the Academic section of your Student Center. A new window/tab will come up. If you are taken to a page with a green button that says **Open Schedule Planner**, click on that button.



Stryker's Student Center

Academics

Search
Plan
Enroll
My Academics
Schedule Planner

other academic... >>

Deadlines URL

This Week's Schedule

	Class	Schedule
	ERS 100-07 LEC (2431)	MoWeFr 1:10PM - 2:05PM Room TBA
	ESS 100-338 LAB (1519)	MoWe 11:00AM - 11:55AM Mitchell 103A

2. Select the term that you are registering for and click the red **Save and Continue** button.



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

UNIVERSITY of WISCONSIN
LA CROSSE

Select Term

Term

Summer 2020

Fall 2020

Save and Continue

3. Note the various filters at the top of the screen and make sure everything is correct before searching for classes. These filters affect which courses you will find when you use the **Add Course** button. For example, you can change the **Instruction Mode** filter to limit your results to online classes only.

Course Status	Open Classes Only	Change	Term	Fall 2020	Change
Sessions	All Sessions Selected	Change	Instruction Modes	All Instruction Modes Selected	Change

4. Click **+Add Course** to search for courses.

UNIVERSITY of WISCONSIN
LA CROSSE

Course Status: Open Classes Only (Change) | Term: Fall 2020 (Change)
Sessions: All Sessions Selected (Change) | Instruction Modes: All Instruction Modes Selected (Change)

Instructions: Add desired courses and breaks and click Generate Schedules button! (SWAP)

Courses + Add Course | **Breaks** + Add Break

Add the courses you wish to take for the upcoming term. | Add times during the day you do not wish to take classes.

Schedules | Advanced Options | View Schedules

Generate Schedules

5. Use the course filters to find your course.

- Course Attributes** allow you to search within categories of the General Education Program. You can choose multiple categories to search at once.
- My Planner** helps you to find courses you have already put term by term into the Academic Planner in your WINGS Student Center.
- If the course has a **topic**, you must select a topic as well. You can only add one topic at a time. To search multiple topics, you must add the course multiple times.

Add Course

By Subject
Search by Course Attribute
My Planner
Search By Instructor

Subject: HIS - History

Course: 110 - World History

Topics: Art and Literature

← Done
+ Add Course

History 110 - World History

This course examines world history using a specific theme. The course is global in scope from ancient times to the present and covers a minimum of three civilizations. Instructors trace the development of one theme over multiple historical periods and places in the world.

Courses

i	GEO 110 World Cultural Regions	⊗
i	MTH 123 Math for Decision Making	⊗
i	HPR 105 Hlthy Actv Lifestyl	⊗

6. Click **+Add Course** to add course to your selections. They will appear on the right when added. Click **Done** when you have added all the courses you want.

Subject: HIS - History

Course: 110 - World History

Topics: Art and Literature

← Done
+ Add Course

History 110 - World History

This course examines world history using a specific theme. The course is global in scope from ancient times to the present and covers a minimum of three civilizations. Instructors trace the development of one theme over multiple historical periods and places in the world.

World Cultural Regions

i	HPR 105 Hlthy Actv Lifestyl
i	MTH 123 Math for Decision Making

7. Back on the **Plan Schedule** page, the courses you added are now listed under **Courses**.
8. Use the **+Add Breaks** to build times into your schedule in which you don't want any classes, such as lunchtime, work, or practice.

Courses

+ Add Course

<input type="checkbox"/> Select All				
<input type="checkbox"/> GEO 110 World Cultural Regions	Options	i	🔒	✖
<input type="checkbox"/> HIS 110 World History Topic: Art and Literature	Options	i	🔒	✖
<input type="checkbox"/> HPR 105 Hlthy Actv Lifestyl	Options	i	🔒	✖
<input type="checkbox"/> MTH 123 Math for Decision Making	Options	i	🔒	✖

Breaks

+ Add Break

<input checked="" type="checkbox"/> Select All		
<input checked="" type="checkbox"/> Practice MTWThF - 3:30pm to 5:30pm	Edit	✖

9. Click **Generate Schedules**. Schedule Planner uses all available sections of a course to build you a list of possible schedules. If the list of schedules is too big to choose from, you can narrow your results by clicking on the **Options** gear icon next to a class and selecting only specific sections.

Courses

+ Add Course

<input checked="" type="checkbox"/> Select All				
<input checked="" type="checkbox"/> GEO 110 World Cultural Regions	Options	i	🔒	✖
<input checked="" type="checkbox"/> HIS 110 World History Topic: Art and Literature	Options	i	🔒	✖
<input checked="" type="checkbox"/> HPR 105 Hlthy Actv Lifestyl	Options	i	🔒	✖
<input checked="" type="checkbox"/> MTH 123 Math for Decision Making	Options	i	🔒	✖

Breaks

+ Add Break

<input checked="" type="checkbox"/> Select All		
<input checked="" type="checkbox"/> Practice MTWThF - 3:30pm to 5:30pm	Edit	✖

Schedules

Advanced Options

View Schedules

Generate Schedules

Generated 936 Schedules

View 1 Practice, 110-GEO-01, 110-HIS-21, 105-HPR-02, 105-HPR-11D, 123-MTH-411

View 2 Practice, 110-GEO-03, 110-HIS-22, 105-HPR-01, 105-HPR-13D, 123-MTH-411

Geography 110

World Cultural Regions

Please select the classes you wish to include.

Enabled (2 of 4) Advanced Filters

<input type="checkbox"/>	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits
<input checked="" type="checkbox"/>	01	LEC	45	John Kelly	MWF 9:55am - 10:50am	La Crosse	3
<input checked="" type="checkbox"/>	02	LEC	40	Georges Cravins	TTh 9:25am - 10:50am	La Crosse	3
<input type="checkbox"/>	03	LEC	40	Georges Cravins	TTh 12:40pm - 2:05pm	La Crosse	3
<input type="checkbox"/>	411	LEC	25	Daniel Sambu		La Crosse	3

Back Save & Close

10. Back on the main **Plan Schedule** page, click **Generate Schedules** again. Then hover over the magnifying glass to get a quick view of your schedule. Click on **View** to get a more detailed look.

Schedules

Advanced Options View Schedules

Generate Schedules

Generated 48 Schedules ✕

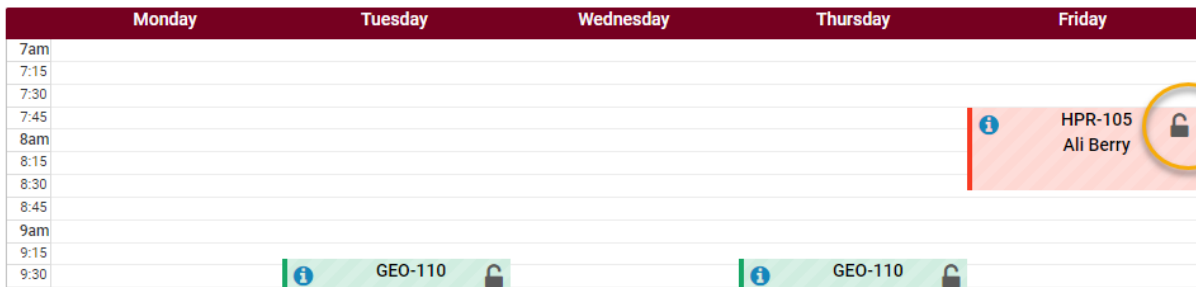
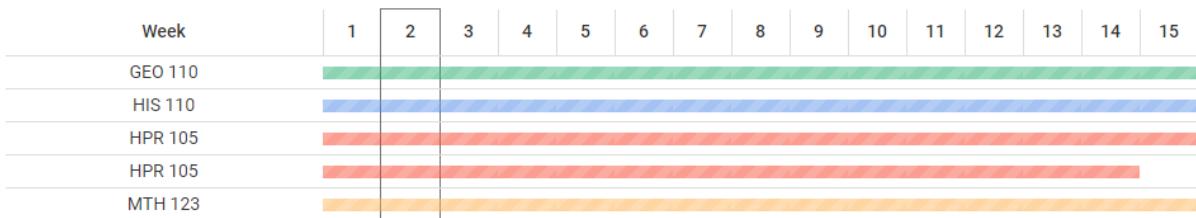
	M	T	W	Th	F	
View 1 🔍						21, 105-HPR-01, 105-HPR-11D, 123-MTH-01
View 2 🔍						22, 105-HPR-01, 105-HPR-13D, 123-MTH-01
View 3 🔍						22, 105-HPR-01, 105-HPR-14D, 123-MTH-01
View 4 🔍						22, 105-HPR-01, 105-HPR-15D, 123-MTH-01
View 5 🔍						22, 105-HPR-01, 105-HPR-16D, 123-MTH-01
View 6 🔍						<input type="checkbox"/> Practice, 110-GEO-02, 110-HIS-22, 105-HPR-01, 105-HPR-21D, 123-MTH-01
View 7 🔍						<input type="checkbox"/> Practice, 110-GEO-02, 110-HIS-22, 105-HPR-01, 105-HPR-22D, 123-MTH-01

11. In your potential schedule, use the **Lock** icon in the class information section or on the section in the grid for sections you want to keep. This will narrow down your selection of schedules even further. If you change your mind, click the icon again to unlock.

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
Not Enrolled	1637	GEO	110	02	40	TTh 9:25am - 10:50am	09/08/2020 - 12/15/2020	3
Not Enrolled	3605	HIS	110	22	32	MWF 12:05pm - 1:00pm	09/09/2020 - 12/16/2020	3
Not Enrolled	1725	HPR	105	01	385	MW 9:55am - 10:50am	09/09/2020 - 12/16/2020	0
Not Enrolled	1730	HPR	105	14D	32	F 7:45am - 8:40am	09/11/2020 - 12/11/2020	3
Not Enrolled	3282	MTH	123	01	35	MTWTh 11:00am - 11:55am	09/08/2020 - 12/16/2020	4
								13

Week 2 (09/14/2020 - 09/21/2020)



12. After locking a class, any new schedules generated will keep that specific class section. If you return to the first page and add/remove courses, the locked class will remain in the potential schedules you generate until unlocked.

Courses

Select All ✕

- GEO 110
 World Cultural Regions

 Options
- HIS 110
 World History
 Topic: Art and Literature

 Options
- HPR 105
 Hlthy Actv Lifestyl

 Options
- MTH 123
 Math for Decision Making

 Options

Breaks

Select All ✕

- Practice
 MTWThF - 3:30pm to 5:30pm

 Edit

13. Creating Favorite Schedules: Click on the "Favorites" heart icon at the top to save a schedule. You can save multiple schedules as favorites.

Tip: Have several Favorite schedules saved to give yourself more options on your day of registration. Set them up ahead of time and then wait until the day of your registration appointment to send your preferred schedule to the shopping cart. This makes it easy to see whether seats are still available in your preferred schedules and saves time if you need to make changes because you won't need to drop classes out of the shopping cart first to generate new schedules.

- a. Enter a name to help keep track of which saved schedule is which. Click OK when done.

- b. You can have as many favorites as you want, and you can return to edit them from the Plan Schedule page.

Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
View	CHM Lab Wed @ 2:15-5:20 pm Schedule	103-CHM-40, 103-CHM-43D, 103-CHM-44L, 110-HIS-20, 200-PH-02							
View	CHM Lab Mon @ 2:15-5:20 pm Schedule	103-CHM-10, 103-CHM-11D, 103-CHM-12L, 110-HIS-20, 200-PH-01							
View	CHM Lab Tues @ 7:45am-10:50 pm Schedule	103-CHM-10, 103-CHM-11D, 103-CHM-13L, 110-HIS-20, 200-PH-01							

- c. Note: saving a Favorite schedule **does not** reserve you a seat in the class.

- d. Once your registration appointment starts, you can review the schedule and see if there are still open seats. If one of your Favorites has a class that is full, you can move onto the next Favorite schedule and check there.

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

View Favorite: CHM Lab Wed @ 2:15-5:20 pm Schedule

Back Print Email Validate Send to Shopping Cart Schedule 1 of 3

You are viewing a potential schedule only and you must still register.

Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
2107	CHM	103	40	20	MWF 9:55am - 10:50am	01/24/2022 - 05/06/2022	0	In Person
Instruction Mode: In Person								
2110	CHM	103	43D	5	Th 2:15pm - 3:10pm	01/27/2022 - 05/05/2022	0	In Person
Instruction Mode: In Person								
2169	CHM	103	44L	2	W 2:15pm - 5:20pm	01/26/2022 - 05/04/2022	5	In Person
Instruction Mode: In Person								
3970	HIS	110	20	30			3	In Person
Instruction Mode: In Person								
2964	PH	200	02	0	MWF 12:05pm - 1:00pm	01/24/2022 - 05/06/2022	3	In Person
Instruction Mode: In Person								
							11	

- 14. Pull up the schedule you want to register for by clicking on the **View** link next to a generated schedule or next to your **Favorite** saved schedule.
- 15. Review whether there are still seats open in the sections you want. Make changes as needed.
- 16. Once you think the schedule is ready, click **Send to Shopping Cart**.

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











Back Print Email Validate **Send to Shopping Cart** Schedule 3 of 48

You are viewing a potential schedule only and you must still register.



- 17. Review & validate the courses in your **Shopping Cart**. Add or drop any courses if needed by using the **Edit Course** button.
 - a. Click **Validate** to verify that you meet all the prerequisites before registering for the courses.


Shopping Cart


Email **Validate** Edit Cart Register

Subject	Course	Section	Component	Day(s) & Location(s)
  GEO	110	02	LEC	TTh 9:25am - 10:50am
  HIS	110	22	LEC	MWF 12:05pm - 1:00pm
  HPR	105	14D	DIS	F 7:45am - 8:40am
  HPR	105	01	LEC	MW 9:55am - 10:50am
  MTH	123	01	LEC	MTWTh 11:00am - 11:55am

b. Review your results.

- i. A green check mark  indicates that there should not be a problem registering for those courses.
- ii. A red  indicates that there is a prerequisite, time conflict, or instructor permission issue. Read the text for further information on the error and how to resolve it.

 **Validate Results**

 You should have no problem registering for these courses:

HPR-105, 14D, Ali Berry

- The Requirement Designation Options was set to 'YES' by the enrollment process.

GEO-110, 02, Georges Cravins

- The Requirement Designation Options was set to 'YES' by the enrollment process.

c. To remove courses from your Shopping Cart, click Edit Cart. Check the Remove from Cart box next to that course and click Save.

- i. Be sure to take out any courses you do not want from your shopping cart before registering, as the system will try to register you in everything that is in your shopping cart.

Shopping Cart

Email **Validate** **Edit Cart** Register

Subject	Course	Section	Component	Day(s) & Location(s)
---------	--------	---------	-----------	----------------------

Edit Shopping Cart

Cancel

Save

Course	Section	Class Settings	Actions
GEO-110	02		<input checked="" type="checkbox"/> Remove from Cart
HIS-110	22		<input type="checkbox"/> Remove from Cart
HPR-105	14D		<input type="checkbox"/> Remove from Cart
MTH-123	01		<input type="checkbox"/> Remove from Cart

- d. To add another course, go back to the **Plan Schedule** page, add another course to your list, and generate a new schedule.

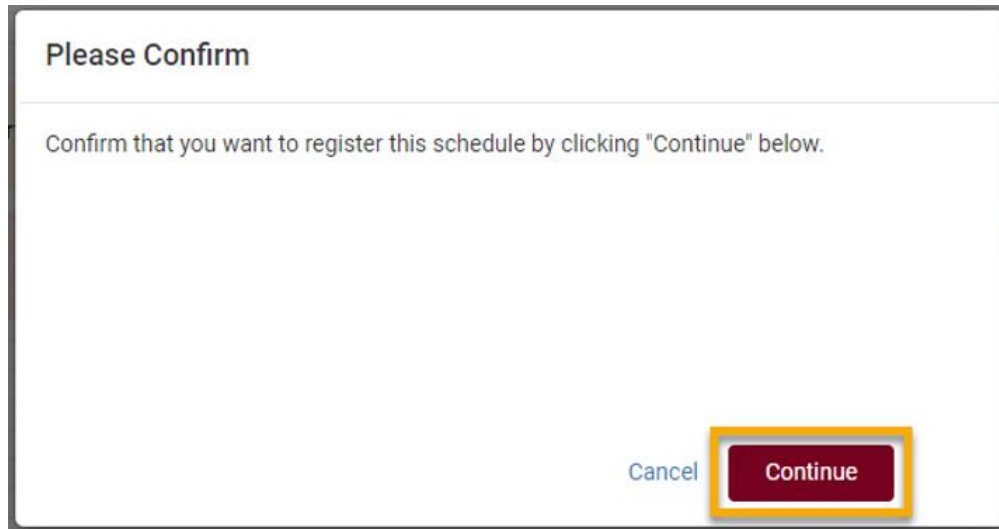
18. If your shopping cart is ready and your registration appointment has started, click **Register** on the **Shopping Cart** page.

The screenshot shows a dark red navigation bar with the following items: 'Plan Schedule' (with a circular icon), 'Shopping Cart (5)' (with a shopping cart icon and circled in yellow), and 'Current Schedule (0)' (with a calendar icon). On the right side of the bar are 'Help' (with a question mark icon) and 'Sign out' (with a right-pointing arrow icon). Below the navigation bar, the page title 'Shopping Cart' is displayed on the left. On the right, there are four buttons: 'Email' (with an envelope icon), 'Validate' (with a checkmark icon), 'Edit Cart' (with a pencil icon), and 'Register' (with a right-pointing arrow icon and circled in yellow).


19. Follow the link to read the **Terms and Conditions**, which relates to your financial obligations to the university. When finished, click the **Agree and Continue** button.


The screenshot shows a dialog box titled 'Terms and Conditions'. The text inside reads: 'Please follow the link to read the terms and conditions.' Below this text is a blue hyperlink labeled 'Terms and Conditions'. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Agree and Continue' (which is circled in yellow).

20. Next, click **Continue** to confirm that you want to register for this schedule.




21. Review your **Registration Results**.


a. A green check mark  means you successfully registered in a course

 You have been successfully registered for the following courses.

HPR-105, 14D, Ali Berry

- Success: This class has been added to your schedule. General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information.

b. A red  means you have not successfully registered in a course. Read the text to understand why. If you need help regarding the error you received, contact the Records and Registration Office.

 You are **not** registered for the following courses.

MTH-123, 01, Andrew Pingree

- Unable to add this class - requisites have not been met., Description: Prerequisite: STAT 045 or MTH 050 or an appropriate placement test score.

22. View your schedule after you register to ensure you have successfully enrolled in **all** your desired courses. You can view this on the **Current Schedule** tab in Schedule Planner or by clicking on the **My Class Schedule** link in your WINGS Student Center.

My Current Schedule

[Edit or Drop Classes](#)

Status	Subject	Course	Section	Component	Day(s) & Location(s)	
	Enrolled	GEO	110	02	LEC	TTh 9:25am - 10:50am
	Enrolled	HIS	110	22	LEC	MWF 12:05pm - 1:00pm
	Enrolled	HPR	105	01	LEC	MW 9:55am - 10:50am
	Enrolled	HPR	105	14D	DIS	F 7:45am - 8:40am
	Enrolled	MTH	123	01	LEC	MTWTh 11:00am - 11:55am

Week 2 (09/14/2020 - 09/21/2020)

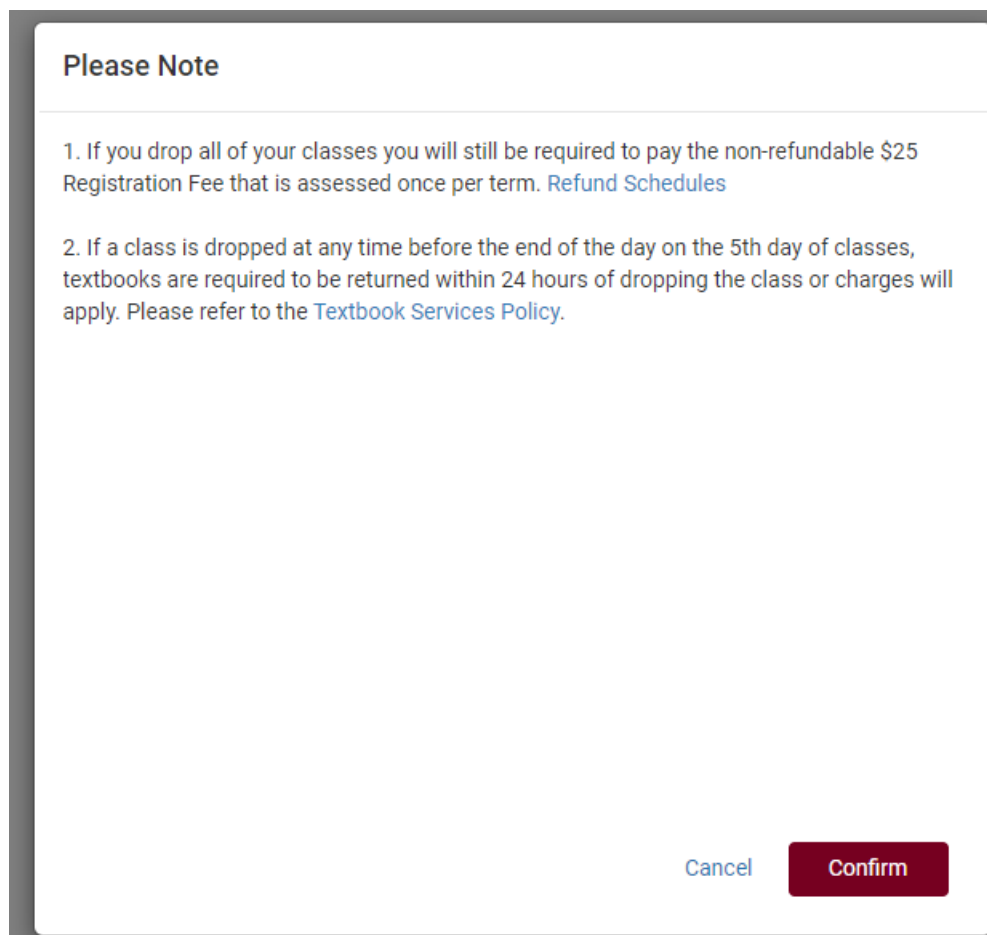
Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
GEO 110															
HIS 110															
HPR 105															
HPR 105															
MTH 123															

	Monday	Tuesday	Wednesday	Thursday	Friday
7am					
7:15					
7:30					
7:45					
8am					HPR-105 Ali Berry
8:15					
8:30					
8:45					
9am					
9:15		GEO-110 Georges Cravins		GEO-110 Georges Cravins	
9:30					
9:45					
10am	HPR-105 Melanie Healy		HPR-105 Melanie Healy		
10:15					
10:30					
10:45					
11am	MTH-123 Andrew Pingree	MTH-123 Andrew Pingree	MTH-123 Andrew Pingree	MTH-123 Andrew Pingree	
11:15					
11:30					
11:45					
12pm	HIS-110 Gerald Iguchi		HIS-110 Gerald Iguchi		HIS-110 Gerald Iguchi
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					
2pm					

23. After registering, you may make more changes to your schedule up through the start of the term. (Deadlines are determined by the length of the class.)

- a. **To drop classes** from your schedule, click on **Current Schedule** tab in Schedule Planner. Click **Edit or Drop Classes**.
 - i. Check the **Drop** box next to the course or courses that you wish to drop.
 - ii. A window will pop up about the non-refundable registration fee and a reminder to return your textbooks.
 - iii. **Confirm**
 - iv. On the next window, click **Save**.

Tip: Be sure to check the **Edit or Drop Classes** button to get to the Drop screen. The **Drop** boxes on the Current Schedule screen are disabled.



- v. You can also drop courses through your WINGS Student Center by clicking on the **Enroll** link, selecting the **Drop** tab, and following the directions.
 - vi. More detailed directions on swapping can be found further on in this manual.
-
- b. **To Swap**, go back into your WINGS Student Center by using the SWAP link on the **Plan Schedule** tab. You should be taken back into WINGS to the Enroll page in WINGS. Select the **Swap** tab. Swapping allows you to keep your seat in the class the class you are dropping in the situation where you can't get into the other class.

UNIVERSITY of WISCONSIN
LA CROSSE

Course Status Open Classes Only Term Fall 2020
 Sessions All Sessions Selected Instruction Modes All Instruction Modes Selected

Instructions: Add desired courses and breaks and click Generate Schedules button!

- i. Make sure you are on the **Swap** tab in your WINGS Student Center. From the drop down, select one of the classes you are currently registered for to swap out.

Stryker Eagle

[My Class Schedule](#) | [Add](#) | [Drop](#) | **[Swap](#)** | [Term Information](#)

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2020 | Undergraduate | UW-La Crosse

Swap This Class

Select from your schedule

With This Class

Search for Class

----- OR -----

Enter Class Nbr

[▶ My Fall 2020 Class Schedule](#)

- ii. Search for the class you want to switch into and click **Select**.
- iii. Review the swap and click **Finish Swapping** if it looks good.
- iv. Review messages. If it was successful, you will see a green checkmark. If it was not successful, you will see a red **✗**. Review the error before trying to swap again.
- v. More detailed directions on swapping can be found further on in this manual.

24. View your course schedule after you register to ensure you have successfully enrolled in **all** your desired courses. In Schedule Planner, that is the **Current Schedule** tab. In WINGS, that is the **My Class Schedule** link.

Please note:

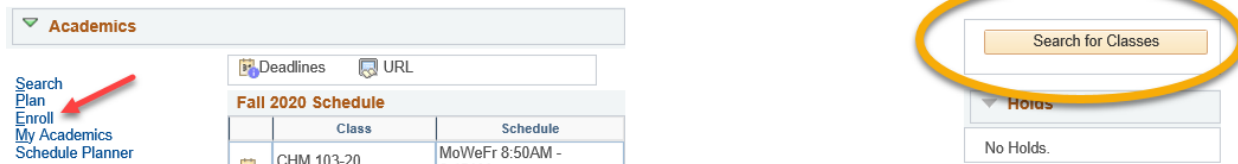
- After the fifth day for Fall & Spring semesters, you need instructor permission to add their class, even if it has a seat available.
- After the tenth day, you will also need your college dean's office approval to add a course. You will need to bring all the approvals to the Records and Registration 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.

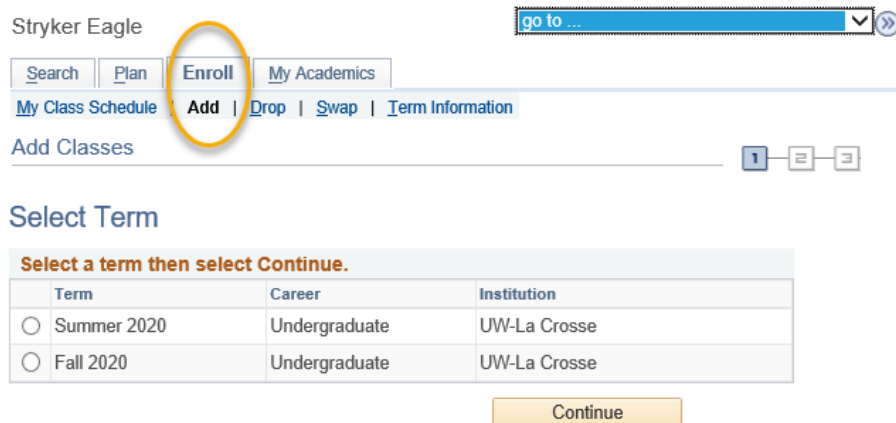
How to Register for a Class using WINGS Student Center

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.

Stryker's Student Center



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 ✕. If you have not registered in any classes yet, the class 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/Using the 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.

Change Term

● Open ■ Closed ▲ Wait List

Add to Cart

Enter Class Nbr

Fall 2020 Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

Class Search
 My Requirements
 My Planner

Click here to find courses and register using WINGS.

Click here to find courses and register using Schedule Planner.

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.

Add Classes



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ PH 200 has been added to your Shopping Cart.

Fall 2020 | Undergraduate | UW-La Crosse Change Term

● Open ■ Closed ▲ Wait List

Add to Cart

Enter Class Nbr

Find Classes

Class Search
 My Requirements
 My Planner

Fall 2020 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ANT 101-02 (2622)	MoWe 2:15PM - 3:40PM	Centennial 2305	E. Peacock	3.00	●
	CHM 103-61L (2191)	Mo 11:00AM - 2:05PM	Prairie Springs 2009	B. Borders	5.00	●
	CHM 103-61D (2188)	Tu 9:55AM - 10:50AM	Cowley 103	B. Borders		●
	CHM 103-60 (2187)	MoWeFr 7:45AM - 8:40AM	Wimberly 102	B. Borders		●
	HIS 110-05 (1718)	TuTh 7:45AM - 9:10AM	Wimberly 102	M. Chavalas	3.00	●
	PH 200-03 (3060)		Internet	R. Jecklin	3.00	●

▼ My Fall 2020 Class Schedule

✓ Enrolled ⊗ Dropped ▲ Wait Listed

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

● Open ■ Closed ▲ Wait List

Add to Cart

Enter Class Nbr

Find Classes

Class Search

My Requirements

My Planner

Fall 2020 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ANT 101-02 (2622)	MoWe 2:15PM - 3:40PM	Centennial 2305	E. Peacock	3.00	●
	CHM 103-61L (2191)	Mo 11:00AM - 2:05PM	Prairie Springs 2009	B. Borders	5.00	●
	CHM 103-61D (2188)	Tu 9:55AM - 10:50AM	Cowley 103	B. Borders		●
	CHM 103-60 (2187)	MoWeFr 7:45AM - 8:40AM	Wimberly 102	B. Borders		●
	HIS 110-05 (1718)	TuTh 7:45AM - 9:10AM	Wimberly 102	M. Chavalas	3.00	●
	PH 200-03 (3060)		Internet	R. Jecklin	3.00	●

▼ My Fall 2020 Class Schedule

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.
9. 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 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ANT 101-02 (2622)	Human Nature/Human Culture (Lecture)	MoWe 2:15PM - 3:40PM	Centennial 2305	E. Peacock	3.00	●
CHM 103-61L (2191)	General Chemistry I (Lab/Studio)	Mo 11:00AM - 2:05PM	Prairie Springs 2009	B. Borders	5.00	●
CHM 103-61D (2188)	General Chemistry I (Discussion)	Tu 9:55AM - 10:50AM	Cowley 103	B. Borders		●
CHM 103-60 (2187)	General Chemistry I (Lecture)	MoWeFr 7:45AM - 8:40AM	Wimberly 102	B. Borders		●
HIS 110-05 (1718)	World History (Lecture)	TuTh 7:45AM - 9:10AM	Wimberly 102	M. Chavalas	3.00	●
PH 200-03 (3060)	Public Health for Edu Citizen (Lecture)		Internet	R. Jecklin	3.00	●

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."**

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.

[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 ✗, 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.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)
 Add Classes 1 2 3

3. View results

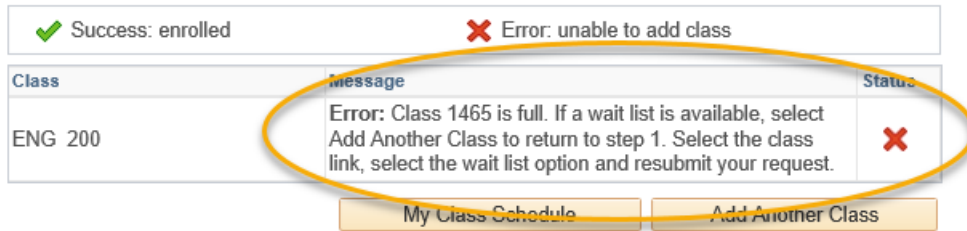
View the following status report for enrollment confirmations and errors

Fall 2020 | Undergraduate | UW-La Crosse

✓ Success: enrolled		✗ Error: unable to add class	
Class	Message	Status	
STAT 145	Message: General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information. The Requirement Designation option was set to 'yes' by the enrollment process.	✓	

[My Class Schedule](#)

[Add Another Class](#)



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

Please note:

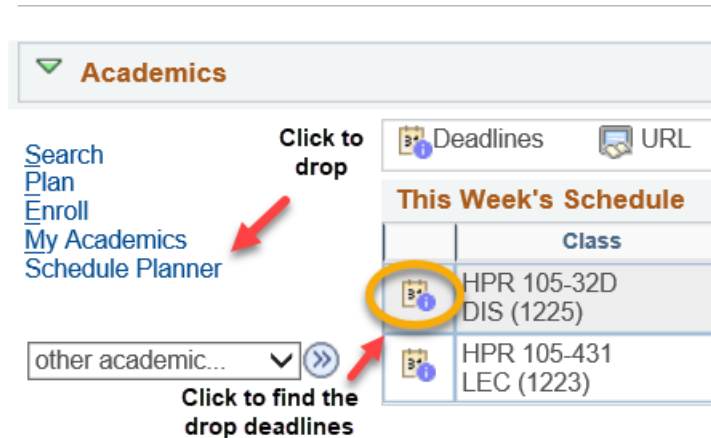
- After the fifth day for Fall & Spring semesters, you need instructor permission to add their class, even if it has a seat available.
- After the tenth day, you will also need your college dean's office approval to add a course. You will need to bring all the approvals to the Records and Registration 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.

How to Drop a Class in Schedule Planner

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 on the Schedule Planner link from your WINGS Student Center



2. Go to the **Current Schedule** in the top tab in Schedule Planner and click on **Edit or Drop Classes**.

Tip: the Drop box on the Current Schedule page in the screenshot below does not work. **You must click on the Edit or Drop Classes button** to get to the page where you can drop classes. See the next screenshot.



My Current Schedule

Email **Edit or Drop Classes** Print

Status	Subject	Course	Section	Component	Day(s) & Location(s)	Actions	Instruction Mode
Enrolled	ACC	222	03	LEC	MWF 9:55am - 10:50am - Wimberly 229 229	<input type="checkbox"/> Drop	In Person
Enrolled	BLAW	205	03	LEC	MWF 11:00am - 11:55am - Wimberly 305 305	<input type="checkbox"/> Drop	In Person
Enrolled	ESC	101	13L	LAB	W 3:20pm - 5:20pm - Prairie Springs 1031 1031 W 3:20pm - 5:20pm - Cowley 204A 204A	<input type="checkbox"/> Drop	In Person
Enrolled	ESC	101	01	LEC	TTh 9:25am - 10:50am - Centennial 1309 1309	<input type="checkbox"/> Drop	In Person
Enrolled	IS	220	13D	DIS	W 5:30pm - 6:25pm - Wing 7 7	<input type="checkbox"/> Drop	In Person

A. Check **Drop** next to the course and click **Save**.

Plan Schedule Shopping Cart (0) Current Schedule (8) Help Sign out

Edit or Drop Classes

Cancel Save

Course	Section	Class Settings	Actions
ACC-222	03		<input type="checkbox"/> Drop
BLAW-205	03		<input type="checkbox"/> Drop
ESC-101	13L		<input checked="" type="checkbox"/> Drop
IS-220	04		<input type="checkbox"/> Drop
MUS-105	01		<input type="checkbox"/> Drop

B. A window will pop up about the non-refundable registration fee and a reminder to return your textbooks.

Please Note

1. If you drop all of your classes you will still be required to pay the non-refundable \$25 Registration Fee that is assessed once per term. [Refund Schedules](#)
2. If a class is dropped at any time before the end of the day on the 5th day of classes, textbooks are required to be returned within 24 hours of dropping the class or charges will apply. Please refer to the [Textbook Services Policy](#).

Cancel Confirm

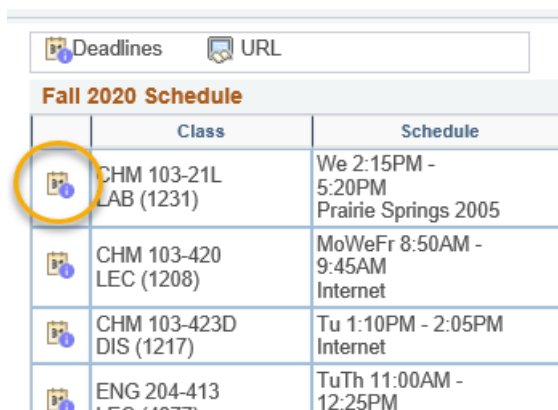
C. **Confirm**





D. On the next window, click **Save**.

- E. Review your course schedule on the **Current Schedule** page to make sure everything is correct.

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 studentlife@uwlax.edu. 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/



Deadlines		URL
Fall 2020 Schedule		
	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413 LEC (1077)	TuTh 11:00AM - 12:25PM

- 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.

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

Stryker's Student Center

Academics

Search
Plan
Enroll
My Academics
Schedule Planner

other academic... ▾

Click to drop

Click to find the drop deadlines

Deadlines URL

This Week's Schedule

	Class	Schedule
	PSY 241-01 LEC (1967)	MoWeFr 8:50AM - 9:45AM Room TBA
	THA 110-09 LEC (2073)	MoWe 9:55AM - 10:50AM Room TBA
	WGS 316-01 LEC (4890)	TuTh 11:00AM - 12:25PM

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.)

Stryker Eagle

go to ... ▾

Search Plan **Enroll** My Academics

My Class Schedule | Add **Drop** | Swap | Term Information

Drop Classes

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Spring 2020	Undergraduate	UW-La Crosse
<input type="radio"/>	Summer 2020	Undergraduate	UW-La Crosse
<input type="radio"/>	Fall 2020	Undergraduate	UW-La Crosse

CONTINUE

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**.

Stryker Eagle

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Please note:

1. If you drop all of your classes you will still be required to pay the non-refundable \$25 Registration Fee that is assessed once per term. [Refund Schedules](#)
2. If a class is dropped at any time before the end of the day on the 5th day of classes, textbooks are required to be returned within 24 hours of dropping the class or charges will apply. Please refer to the [Textbook Services Policy](#)

Please take note.

Spring 2020 | Undergraduate | UW-La Crosse

Enrolled
 Dropped
 Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	PSY 241-01 (1967)	Social Psychology (Lecture)	MoWeFr 8:50AM - 9:45AM	TBA	B. Gercek Swing	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	THA 110-09 (2073)	Theatre Apprec (Lecture)	MoWe 9:55AM - 10:50AM	TBA	A. Kolbe	2.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	WGS 316-01 (4890)	Gender and Religion (Lecture)	TuTh 11:00AM - 12:25PM	TBA	M. Khan	3.00	<input checked="" type="checkbox"/>

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

2. Confirm your selection

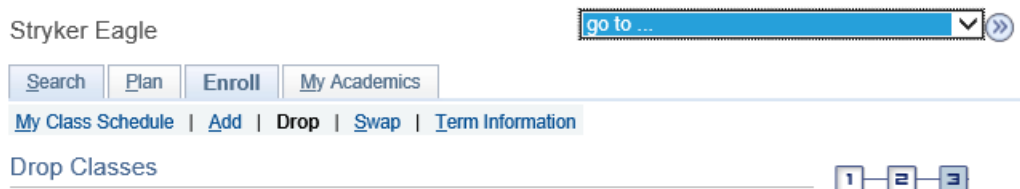
Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

Spring 2020 | Undergraduate | UW-La Crosse

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
PSY 241-01 (1967)	Social Psychology (Lecture)	MoWeFr 8:50AM - 9:45AM	TBA	B. Gercek Swing	3.00	<input checked="" type="checkbox"/>

6. View your results.
 - a. 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 ✗, you no longer 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.



3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

Spring 2020 | Undergraduate | UW-La Crosse

✓ Success: dropped		✗ Error: unable to drop class	
Class	Message	Status	
PSY 241	Message: You have been given a grade of W for this class.	✓	

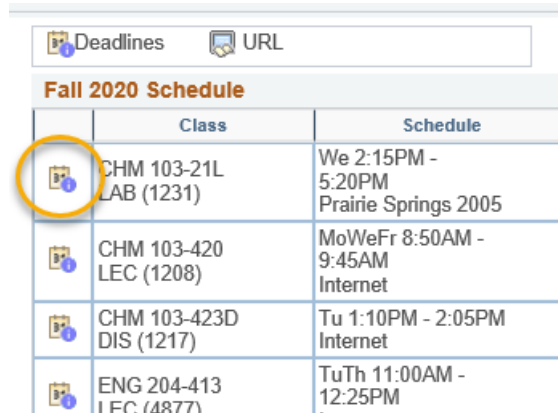
7. View your course schedule after this step to ensure that you have successfully dropped all desired courses. Click on the **My Class Schedule** button underneath the results table.

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 studentlife@uwlax.edu. 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/



The screenshot shows a web interface for a 'Fall 2020 Schedule'. At the top, there are two buttons: 'Deadlines' and 'URL'. Below them is the title 'Fall 2020 Schedule'. The main content is a table with two columns: 'Class' and 'Schedule'. The first row is highlighted, and a calendar icon next to the class name 'CHM 103-21L LAB (1231)' is circled in orange. The other rows are: 'CHM 103-420 LEC (1208)', 'CHM 103-423D DIS (1217)', and 'ENG 204-413 IFC (4877)'.

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413 IFC (4877)	TuTh 11:00AM - 12:25PM

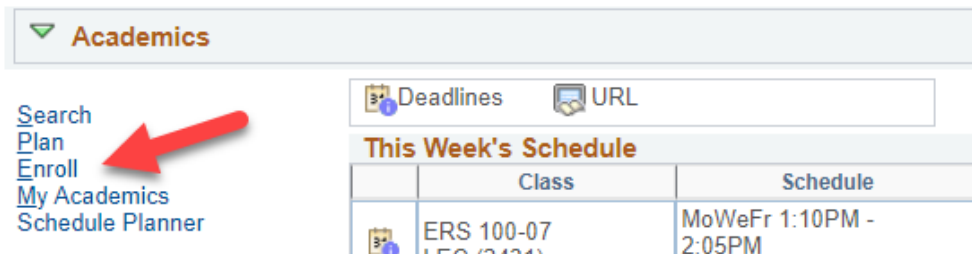
- Refund dates are set by the Cashier's office and are often different than the academic drop deadlines. Tuition for 12-18 credits remains the same in the fall/spring terms. Contact the Cashier's office for information about fees and refund dates. All students are charged a non-refundable registration 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.

How to Swap a Class

1. To start:

- a. In your **WINGS Student Center**, click the **Enroll** link under the **Academics** section.

Stryker's Student Center



Academics

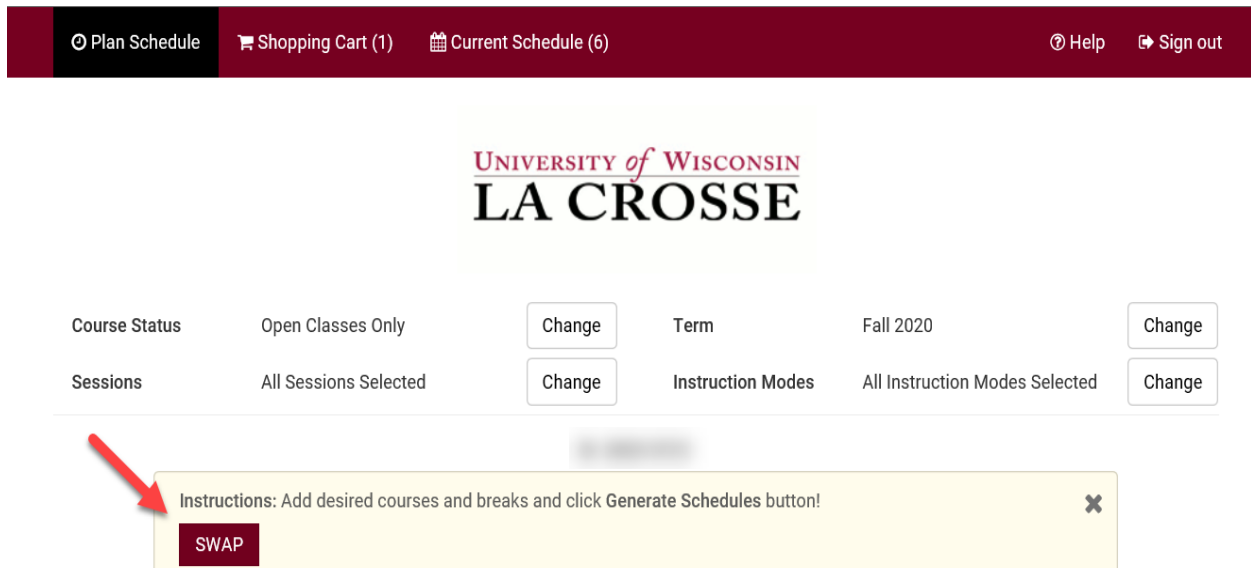
Search
Plan
Enroll
My Academics
Schedule Planner

Deadlines URL

This Week's Schedule

	Class	Schedule
	ERS 100-07 ERS (2424)	MoWeFr 1:10PM - 2:05PM

- b. In **Schedule Planner**, click on the **SWAP** button on the **Plan Schedule** page. This will take you to the Swap page in your WINGS Student Center.



Plan Schedule Shopping Cart (1) Current Schedule (6) Help Sign out

UNIVERSITY of WISCONSIN
LA CROSSE

Course Status Open Classes Only Change Term Fall 2020 Change

Sessions All Sessions Selected Change Instruction Modes All Instruction Modes Selected Change

Instructions: Add desired courses and breaks and click Generate Schedules button!

SWAP

2. Select your **term** and click the green **Continue** button.

Stryker Eagle go to ... ▾ >>

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Add Classes 1 2 3

Select Term

Select a term then select Continue.		
Term	Career	Institution
<input type="radio"/> Spring 2020	Undergraduate	UW-La Crosse
<input type="radio"/> Summer 2020	Undergraduate	UW-La Crosse
<input type="radio"/> Fall 2020	Undergraduate	UW-La Crosse

[Continue](#)


3. Select the **Swap** tab. Then choose the course from your schedule that you would like to swap out from the **select from your schedule** drop-down menu.

Stryker Eagle go to ... ▾ >>

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Swap a Class 1 2 3



1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2020 | Undergraduate | UW-La Crosse [Change Term](#)

Swap This Class

Select from your schedule ▾

With This Class

Search for Class

----- OR -----

Enter Class Nbr [Enter](#)

[My Fall 2020 Class Schedule](#)

4. Search for the course that you would like to swap it with by clicking **Search** or by entering the four-digit Class Nbr that is assigned by WINGS to individual sections.

With This Class

Search for Class

----- OR -----

Enter Class Nbr

▶ **My Fall 2020 Class Schedule**

5. If you entered the **Class Nbr**, click **Enter**. If you found the section in the search, click **Select**.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1719	05-LEC Regular	TuTh 9:25AM - 10:50AM	TBA	Tiffany Trimmer	09/08/2020 - 12/16/2020	●	<input type="button" value="Select"/>

Topic: Migration
Notes: This is a combined section class

6. Review the section to see which one of the following applies:
- a. If it is **open**, it has a green circle. Click **Next** to continue.

1. Select a class to swap - Enrollment Preferences

Fall 2020 | Undergraduate | UW-La Crosse
HIS 110 - World History

Class Preferences

HIS 110-05 Lecture ● Open Wait List Wait list if class is full

Topic Migration Grading Graded

Session Regular Academic Session Units 3.00

Career Undergraduate Requirement Designation GE04-1: World History

Enrollment Information

- GE04: International and Multicultural Studies

Section	Component	Topic	Days & Times	Room	Instructor	Start/End Date
05	Lecture	Migration	TuTh 9:25AM - 10:50AM	TBA	Tiffany Trimmer	09/08/2020 - 12/16/2020

- b. If the section is **closed** (no seats available), there will be a blue box at the top. You will not be able to swap with this class unless you have an electronic class permission (a.k.a. override). If you have an override, click **Next** to continue.

1. Select a class to swap - Enrollment Preferences

Fall 2020 | Undergraduate | UW-La Crosse
 HIS 110 - World History

Class Preferences

HIS 110-05	Lecture	Closed		Grading Graded
	Topic Migration			Units 3.00
	Session Regular Academic Session			Requirement Designation GE04-1: World History
	Career Undergraduate			

- c. If it is **closed but has a wait list**, it will have a yellow triangle. To get on the wait list for a class with a yellow triangle during the swap, select the wait list if class is full option. Click **Next** to continue.

1. Select a class to swap - Enrollment Preferences

Fall 2020 | Undergraduate | UW-La Crosse
 HIS 110 - World History

Class Preferences

HIS 110-05	Lecture	▲ Wait List		Grading Graded
	Topic Migration			Units 3.00
	Session Regular Academic Session			Requirement Designation GE04-1: World History
	Career Undergraduate			

Enrollment Information

				Wait List	<input checked="" type="checkbox"/> Wait list if class is full		

Please note: you will not be allowed to swap onto a wait list of a combined section. A combined section will be marked in the notes.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1719	05-LEC Regular	TuTh 9:25AM - 10:50AM	TBA	Tiffany Trimmer	09/08/2020 - 12/16/2020	▲	Select
Topic: Migration Notes: This is a combined section class							

- Review the swap and then click the **Finish Swapping** button if you are ready to continue. Or click **Cancel** to start over.

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

Fall 2020 | Undergraduate | UW-La Crosse

▼ You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
HIS 110-22 (3605)	World History (Lecture)	MoWeFr 12:05PM - 1:00PM	TBA	G. Iguchi	3.00	✓

▼ With this class

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
HIS 110-05 (1719)	World History (Lecture)	TuTh 9:25AM - 10:50AM	TBA	T. Trimmer	3.00	●

8. View results.

- A green check mark ✓ in the status field indicates that you have successfully swapped courses.
- A red ✗ indicates that you **have not** successfully swapped. If you received an ✗, review the error text to understand why. If you need help understanding why the error, contact the Records and Registration Office.

Stryker Eagle >>

[My Class Schedule](#) |
[Add](#) |
[Drop](#) |
[Swap](#) |
[Term Information](#)

Swap a Class 1 — 2 — 3

3. View results

View the results of your swap request. If a red error is given, select Swap link at the top to return to step 1 and change your swap choices.

Fall 2020 | Undergraduate | UW-La Crosse

Success: Classes were swapped
 Error: Unable to swap class

Class	Message	Status
Swap HIS 110 with HIS 110	Error: You cannot add this class due to a time conflict with class 1637. Select another class or use the SWAP feature to exchange the two classes.	✗

9. Review your class schedule to ensure that you have successfully swapped your courses.
10. Some reasons why it might not swap:
 - a. There is a time conflict in your schedule with the class you are swapping into.
 - b. The class is full or the wait list is full.
 - c. The class you are swapping out of or into has linked sections such as a discussion or lab that are causing conflicts or don't have a seat, even though there is a seat in the lecture.


Please note:

- You cannot swap courses after the fifth day of the semester. After that time, you will need instructor or advisor permission to swap (need permission for both courses).
- Swapping is most useful when you don't want to drop a class unless you can get into another class at the same time.
- Remember, if you are getting onto a wait list and there are issues with your schedule (time conflicts, too many credits, etc), it will still allow you onto the wait list as long as there is a seat and you meet prerequisites. However, if a seat opens up, the system **will not** register you and you will be skipped over. Always check your schedule before adding yourself to a wait list.
- If you have questions about or need assistance swapping, contact the Records and Registration Office at records@uwlax.edu or 117 Graff Main Hall.

How to Get on a Wait List, Swapping onto a Wait List, and Wait List FAQs






- A. In Schedule Planner
- B. In WINGS Student Center
- C. Swapping onto a Wait List (WINGS)
- D. Wait List Frequently Asked Questions (FAQs)


A. Wait Lists in Schedule Planner



1. Not all classes have a wait list. To determine if a closed class has a wait list, To determine if a closed class has a wait list, make sure you have the **Course Status filter** set to view both **Open and Full** classes.
2. Then pick a specific section by adding the course and using the  **Options** to view all the sections of a course. Click the blue information icon. Or generate a schedule with that section, click the **View** button next to one of them. Click the blue information icon.
 - a. If the course has a wait list with spots open, the **Waitlist Open** field will show how many spots are still available. It will not show up if the wait list is full.
 - b. If there are already students on the wait list, the **Waitlist** field will appear, indicating the number of students already on the wait list. It will not show up if there is no one on the wait list yet.

 Plan Schedule
  Shopping Cart (2)
  Current Schedule (0)

 Text Only
  Help
  Sign out

← Back
 Print
 Email
 Validate
 Send to Shopping Cart


 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
	Not Enrolled	3634	ART	162	02	0	TTh 11:00am - 1:30pm - Arts 207 207	01/28/2020 - 05/07/2020	3
Title: Drawing Foundations Component: LEC Instructor: Joshua Doster Waitlist: 1 Waitlist Open: 9 Description: Drawing foundations introduces the student to a studio-based approach to the visual arts. Students in this course will learn to use and explore the descriptive and expressive characteristics of various drawing media (both dry and liquid media). Students will also use close observation and analysis of visual experience. The course is primarily a study of perceptual							Day(s) & Location(s): TTh 11:00am - 1:30pm - Arts 207 207 Dates: 01/28/2020 - 05/07/2020 Notes: This class has additional fees associated with it. Please navigate to www.uwlax.edu/cashiers and click on the Special Course Fees link for details. Consent: No Special Consent Required Drop Consent: No Special Consent Required		

- To add yourself to the wait list, add the course to your Shopping Cart by clicking **Send to Shopping Cart**.

Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits
Not Enrolled	3634	ART	162	02	0	TTh 11:00am - 1:30pm - Arts 207 207	01/28/2020 - 05/07/2020	3

- Each section that has a wait list with a seat available** will show up with a "Wait List?" option. Checkmark the **Wait List?** box and click **Finish**.

Before you add this to your cart...
Set your class preferences below.
Don't worry, you can change them later if you need to.

Cancel Finish

ART-162 02 (1 of 1)

Title: Drawing Foundations
Subject: ART
Course: 162
Section: 02
Component: LEC
Session: Regular Academic Session
Instructor: Joshua Doster
Day(s) & Location(s):
TTh 11:00am - 1:30pm - Arts 207 207
Dates: 01/28/2020 - 05/07/2020

Wait List?

Tip: Use the SWAP feature in your WINGS Student Center to get on a wait list if you want the system to drop you from another class, if a seat opens up in this one. See later directions for how to swap onto a wait list.

- Click **Register** and proceed through the registration steps.

Shopping Cart

[Email](#) |
 [Validate](#) |
 [Edit Cart](#) |
 [Register](#)

Subject	Course	Section	Component	Day(s) & Location(s)
ART	162	02	LEC	TTh 11:00am - 1:30pm - Arts 207 207

6. If you missed checking the wait list box the first time, you can return to your **Shopping Cart** and click **Edit Cart**.
 - a. **If the section has a wait list with seats available**, the **Wait List?** box will appear for you to check. Click that box and then **Save**. Then click the **Register** button again.

Edit Shopping Cart

[Cancel](#) |
 [Save](#)

Course	Section	Class Settings	Actions
ART-162	01	<input checked="" type="checkbox"/> Wait List?	<input type="checkbox"/> Remove from Cart
CST-322	01		<input type="checkbox"/> Remove from Cart
GEO-200	411		<input type="checkbox"/> Remove from Cart

7. Review your results.
 - a. If successful, you will receive this message with a position number (#1 being highest).

You have been successfully registered for the following courses.

ART-162, 02, Joshua Doster

- Success: This class has been added to your schedule. Class 3634 is full. **You have been placed on the wait list in position number 1.**


- b. If you forgot to check the wait list box, you may receive this message. Return to your Shopping Cart and select **Edit Cart** to see if there is a wait list. See step 5 above.

ART-162, 02, Joshua Doster

- Class 3634 is full. If a wait list is available, select Edit Cart, select the Wait List checkbox, save and resubmit your request.

8. The wait listed class will display in your class schedule, under the **Current Schedule** tab, with a status of **Wait Listed**.

My Current Schedule

 Edit or Drop Classes

Status	Subject	Course	Section	Component	Day(s) & Location(s)	Actions
 Wait Listed	ART	162	02	LEC	TTh 11:00am - 1:30pm - Arts 207 207	 Drop

Things to remember about the wait list:

- a. The automated wait list process runs once a day between 4:00 and 5:00pm, up through the day before classes start. If a seat in the course opens, the wait list process will automatically register students from the wait list based on their wait list position and whether the class still fits in their schedule. For example, wait list position #1 will be registered before position #2, **as long as no errors occur** during wait list processing (i.e. a time conflict, a hold on your record, not exceeding maximum credit load, etc.).
- b. Getting on the wait list does not guarantee enrollment in the class. A seat must open, your schedule must be free, and you must still meet the prerequisites for the class in order to be enrolled.
- c. If you are successfully enrolled through the wait list process, you will be notified by email, and the class status on your schedule in Schedule Planner will change to **Enrolled**.
- d. If an error occurs preventing your enrollment (see the FAQs for examples), you will receive an email notifying you and the process will move on to the next student on the list. You will remain on the list in the same position, but you will continue to be bypassed until the error is resolved. If there are no eligible students on the wait list, the class will open and students not on the wait list will be able to enroll.
- e. Wait lists only run up through the day before the term starts. Wait lists are erased in WINGS on the first day of the term. Starting that day, if a seat opens up during the change of schedule period, you will need to register yourself directly. If the class remains closed, departments may still be handing out class permissions/overrides. Check with the department/instructor to find out if that is the case.
- f. See the **Swapping onto a Wait List** section for directions on how to swap with a wait list. See the **FAQs** for more tips and tricks, including how to register with an override if you are on the wait list.

B. Wait Lists in WINGS Student Center

1. The status of the class will indicate if the class has the wait list option.



You can determine the wait list capacity by clicking on the class link in the Class Search.

SPA 302 - Faces of Spain: Conversation and Culture						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
4047	01-LEC Regular	Tu 7:45AM - 9:10AM	Centennial 2305	Victoria Calmes	09/08/2020 - 12/16/2020	▲

[Class Notes](#)

Class Availability			
Class Capacity	22	Wait List Capacity	5
Enrollment Total	22	Wait List Total	2
Available Seats	0		

Tip: Use the **SWAP** feature in your **WINGS Student Center** to get on a wait list if you want the system to drop you from another class, if a seat opens up in this one. See later directions for how to swap onto a wait list.

2. Search for the class you want and select the wait listed section as if going to add the course to your shopping cart.
3. On the **Select classes to add** screen, check the box for **Wait List if class is full** and click Next.

1. Select classes to add - Enrollment Preferences

Fall 2020 | Undergraduate | UW-La Crosse
SPA 302 - Spain: Conversation & Culture

Class Preferences

SPA 302-01 Lecture ▲ Wait List

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Prerequisite: SPA 202 or SPA 221 or placement based on UW System Placement Test scores.

Wait List Wait list if class is full
Grading Graded **Units** 3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Tu 7:45AM - 9:10AM	Centennial 2305	Victoria Calmes	09/08/2020 - 12/16/2020

NOTES

Class Notes This class has additional fees associated with it. Please navigate to www.uwlax.edu/cashiers and click on the Special Course Fees link for details. Students enrolled in this class should not schedule other activities during this class time. The instructor will inform students at the beginning of the semester which days attendance is required and/or encouraged.

- Proceed through the rest of the enrollment steps. You must meet all class prerequisites to get on the wait list. If the wait list is full, you will get a red X and an error message explaining. You would need to check back later to add yourself to the wait list.
- If successfully put on the wait list, you will get a green check mark and a position number (#1 for the first person, # 2 for the second, etc...).

[Search](#) | [Plan](#) | **[Enroll](#)** | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors

Fall 2020 | Undergraduate | UW-La Crosse

✔ Success: enrolled	✘ Error: unable to add class
--	---

Class	Message	Status
SPA 302	Message: Class 4047 is full. You have been placed on the wait list in position number 3.	✔

My Class Schedule
Add Another Class

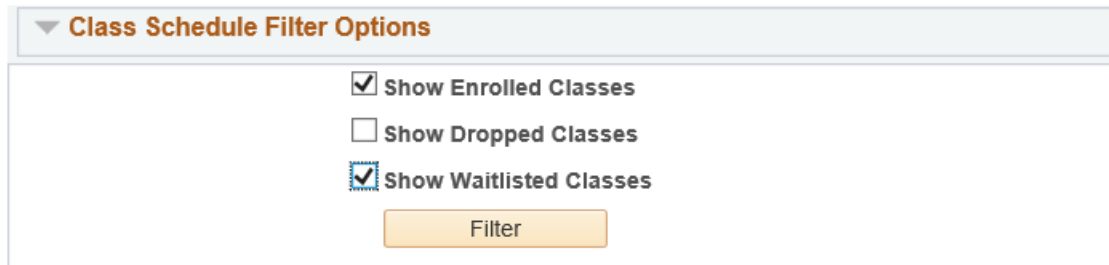
- The wait listed class will be displayed in the calendar view of your class schedule. It will be noted with a status of **Waiting**.

<< Previous Week
Week of 9/14/2020 - 9/20/2020
Next >>

Show Week of
Start Time
End Time

Schedule	Monday Sep 14	Tuesday Sep 15	Wednesday Sep 16	Thursday Sep 17	Friday Sep 18	Saturday Sep 19
7:45AM		Waiting: SPA 302 - 01 Lecture 7:45AM - 9:10AM Centennial Hall 2305				
8:50AM						
9:25AM						
11:00AM		HED 207 - 02 Lecture 11:00AM - 12:25PM Cartwright Center 339		HED 207 - 02 Lecture 11:00AM - 12:25PM Cartwright Center 339		
12:05PM						

To see it on the list view, you will need to use the filters to include the **Show Waitlisted Classes**.



▼ **Class Schedule Filter Options**

Show Enrolled Classes

Show Dropped Classes

Show Waitlisted Classes

Filter

Things to remember about the wait list:

- a. The automated wait list process runs once a day between 4:00 and 5:00pm, up through the day before classes start. If a seat in the course opens, the wait list process will automatically register students from the wait list based on their wait list position and whether the class still fits in their schedule. For example, wait list position #1 will be registered before position #2, **as long as no errors occur** during wait list processing (i.e. a time conflict, a hold on your record, not exceeding maximum credit load, etc.).
- b. Getting on the wait list does not guarantee enrollment in the class. A seat must open, your schedule must be free, and you must still meet the prerequisites for the class in order to be enrolled.
- c. If you are successfully enrolled through the wait list process, you will be notified by email, and the class status on your schedule in Schedule Planner will change to **Enrolled**.
- d. If an error occurs preventing your enrollment (see the FAQs for examples), you will receive an email notifying you and the process will move on to the next student on the list. You will remain on the list in the same position, but you will continue to be bypassed until the error is resolved. If there are no eligible students on the wait list, the class will open and students not on the wait list will be able to enroll.
- e. Wait lists only run up through the day before the term starts. Wait lists are erased in WINGS on the first day of the term. Starting that day, if a seat opens up during the change of schedule period, you will need to register yourself directly. If the class remains closed, departments may still be handing out class permissions/overrides. Check with the department/instructor to find out if that is the case.
- f. See the **Swapping onto a Wait List** section for directions on how to swap with a wait list. See the **FAQs** for more tips and tricks, including how to register with an override if you are on the wait list.

C. Swapping onto a Wait List

You want to get on a wait list for a class, but you don't want to lose your 2nd choice in the event a seat doesn't open up in your 1st choice. What do you do?

Register into your backup class first, then use the **SWAP** feature to enroll on the wait list of your 1st choice. If a seat becomes available and you are at the top of the wait list with no conflicts or errors, WINGS will drop your backup class and add your desired class. If you never get enrolled off the wait list, you are not dropped from your 2nd choice.

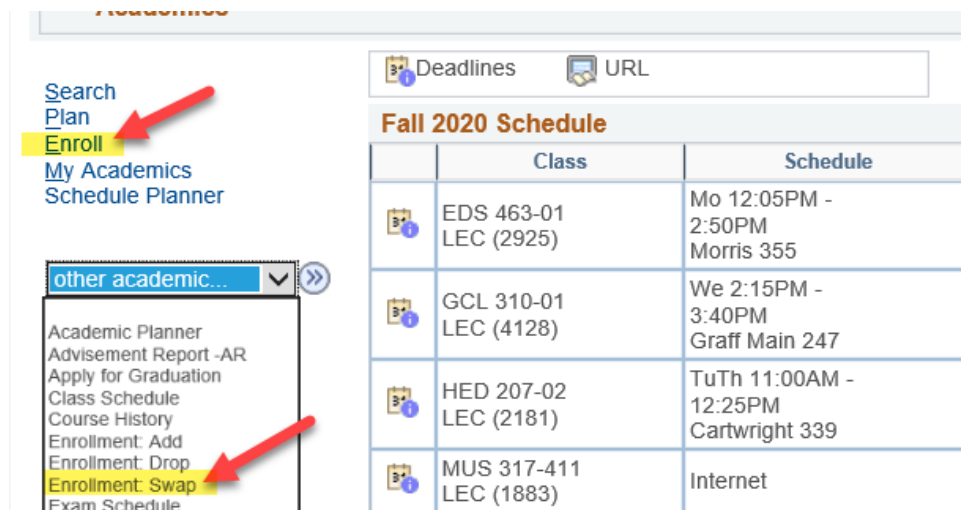
Situations that can be solved by setting up the swap correctly:

- **Time conflicts with another class**
- **The class you want will put you over 18 credits**
 - If the class is three credits and will put you at 18 or more credits, use a 3 credit class you are already enrolled in to use in the swap. If you get into your 1st choice, the other class will be dropped.
- **Already enrolled in one section of the class but you prefer to have a different section**





You must be enrolled in the class you plan to drop before you attempt the swap transaction. You can be in a maximum of 12 wait listed credits.

Directions:

1. **Register into your back up course first.** This can be done in WINGS or Schedule Planner, but the following steps must be done in WINGS.
2. In WINGS, start a new enrollment action by going to the **Swap tab** of the enrollment area. This is under the **Enroll** link or the **Enrollment: Swap** option in the drop down menu of the Academics section of your homepage.



The screenshot shows the WINGS interface. On the left, there is a navigation menu with links: Search, Plan, Enroll, My Academics, and Schedule Planner. The 'Enroll' link is highlighted in yellow and has a red arrow pointing to it. Below the navigation menu, there is a dropdown menu with the text 'other academic...' and a search icon. The dropdown menu is open, showing a list of options: Academic Planner, Advisement Report -AR, Apply for Graduation, Class Schedule, Course History, Enrollment: Add, Enrollment: Drop, Enrollment: Swap (highlighted in yellow with a red arrow), and Exam Schedule. On the right side of the interface, there is a 'Fall 2020 Schedule' table with columns for Class and Schedule. The table contains four rows of class information.

	Class	Schedule
	EDS 463-01 LEC (2925)	Mo 12:05PM - 2:50PM Morris 355
	GCL 310-01 LEC (4128)	We 2:15PM - 3:40PM Graff Main 247
	HED 207-02 LEC (2181)	TuTh 11:00AM - 12:25PM Cartwright 339
	MUS 317-411 LEC (1883)	Internet

- Choose the class to drop from the **Swap This Class** drop down. (This is the class that will be dropped.) Search for the class or enter the 4-digit Class Nbr in the **With This Class** section. (This is your preferred class with the wait list.) Click **Enter** when done.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[My Class Schedule](#) | [Add](#) | [Drop](#) | **Swap** | [Term Information](#)
 Swap a Class 1 2 3

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2020 | Undergraduate | UW-La Crosse

Swap This Class

Select from your schedule GCL 310: Theories/Rsrch 2nd Lang Acquis ➔

With This Class

Search for Class Class Search Search

----- OR -----

Enter Class Nbr 4047 Enter ➔

▶ **My Fall 2020 Class Schedule**

- If the class has linked lecture/lab, choose your preferred section or review the information and click **Next**.
- Click the box **Wait list if class is full**. Then click **Next**.

1. Select a class to swap - Enrollment Preferences

Fall 2020 | Undergraduate | UW-La Crosse
 SPA 302 - Spain: Conversation & Culture

Class Preferences

SPA 302-01 Lecture ▲ Wait List Wait List Wait list if class is full

Session Regular Academic Session **Grading** Graded

Career Undergraduate **Units** 3.00

Enrollment Information

- Prerequisite: SPA 202 or SPA 221 or placement based on UW System Placement Test scores.

Cancel
 Previous
 Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Tu 7:45AM - 9:10AM	Centennial 2305	Victoria Calmes	09/08/2020 - 12/16/2020

NOTES

Class Notes This class has additional fees associated with it. Please navigate to www.uwlax.edu/cashiers and click on the Special Course Fees link for details. Students enrolled in this class should not schedule other activities during this class time. The instructor will inform students at the beginning of the semester which days attendance is required and/or encouraged.

6. Review the swap. When ready, click **Finish Swapping**.

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

Fall 2020 | Undergraduate | UW-La Crosse

You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
GCL 310-01 (4128)	Theories/Rsrch 2nd Lang Acquis (Lecture)	We 2:15PM - 3:40PM	Graff Main 247	C. Mitchell	3.00	<input checked="" type="checkbox"/>

With this class

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SPA 302-01 (4047)	Spain: Conversation & Culture (Lecture)	Tu 7:45AM - 9:10AM	Centennial 2305	V. Calmes	3.00	<input type="checkbox"/>

7. You will receive a message indicating your spot on the wait list. If you get to position #1 and a seat becomes available, your backup class will be dropped and your wait listed class will be added as long as there are no errors. You will receive an email if you are registered into the class or if there was an error registering. If there was an error, the email will include what the error was.

3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

Fall 2020 | Undergraduate | UW-La Crosse

Success: Classes were swapped
 Error: Unable to swap class

Class	Message	Status
Swap GCL 310 with SPA 302	Message: Class 4047 is full. You have been placed on the wait list in position number 3.	<input checked="" type="checkbox"/>

Contact the Records and Registration Office with questions or if you got an email about an error that you do not understand.

D. Wait List FAQs

- 1. How do I register onto the wait list of my 1st choice class so that it drops my 2nd choice class if I get in?**

A: Use the Swap feature in the enrollment area of your WINGS Student Center. See above directions on how to do that.

- 2. I'm on the wait list but I didn't use the swap feature to get on and I got an error message saying I can't be registered. What do I do?**

A: Take a look at what error you are getting. If the error is about a time conflict or that the course will put you over your maximum credit load, you have to drop a class in order for the wait list to work. If you want to set up the wait list with a swap at this point, you will need to drop off the wait list and then re-register using the swap. This will put you at the end of the wait list.

- 3. Am I guaranteed a seat in a class if I get on the wait list?**

A: No, getting on a wait list is not a guarantee you will be enrolled in the class. Another student must drop out of the class before you can get in, and there is no guarantee that will happen. However, being on the wait list give you a chance to get in. If you are #1 on the list and a seat opens up, the auto-enroll function will try to put you in. However, you must also meet the prerequisites, and the course must be able to fit into your schedule.

You will be notified if you are enrolled in the class. You are not notified if you do not get in. Please keep an eye on your email and your schedule in WINGS if you are on the wait list for a class.

- 4. How many wait lists can I be on?**

A: The maximum number of credits a student can be wait listed for is 12 total. The limit is the same for both undergraduate and graduates.

- 5. I am on the wait list but got an email saying there was an error enrolling me into the course. What does that mean?**

A: You are allowed to get on a wait list even if you have a time conflict or are in another section of the class. Therefore, the top three causes of being passed over even if you are #1 on the wait list:

- a. Time conflict with another class
- b. Adding the class would put you over 18 credits
- c. You are already enrolled in another section of the class

Another example is if you dropped or failed a prerequisite while you were on the wait list. You cannot be registered into the class if you don't meet the prerequisites.

The system doesn't know you plan on dropping another course unless you use the **SWAP** feature when registering. If you need to use the swap feature but are already on the wait list, you will need to drop off the wait list first in order to correct the set up. This means you will go to the end of the wait list when you re-register.

6. How do I register if I am on a wait list but also have an override from the instructor?

A: Register for the class like normal. You will still see the yellow triangle, and you do not need to drop off the wait list first.

DO NOT CHECK the **Wait list if class is full** box if there is one. It could cause an error in the process.

If you've tried to register and got an error, please ask your instructor to verify that the permission was placed correctly (i.e. on the right tab, on the right section, checking the right override permission). If you or the instructor need assistance, please contact the Records and Registration office

7. When does the wait list process enroll students from the wait list into the course?

A: The automated wait list process runs once a day between 4:00 and 5:00pm, up through the day before classes start. If a seat in the course opens, the wait list process will automatically register students from the wait list based on their wait list position and whether the class still fits in their schedule. An email will be sent to your UWL email if you were registered or if the system tried to register you but failed.

If there are no eligible students on the wait list, the class will open and students not on the wait list will be able to enroll.

8. How do I drop myself from the wait list?

A: You can drop yourself the same way you would drop a regular class, in either WINGS or Schedule Planner. It is helpful to other student if you do drop yourself off the wait list if you no longer want or need that class.

9. How to I swap CHM 103 or 104 or swap wait lists for CHM 103 or 104?

A: CHM 103 and CHM 104 are classes that have linked lecture/labs/discussion. The linking means you can only register into the sections of lecture/labs/discussion that are grouped together by section number. So for labs in the 10s, you can only be in

the lecture section 10 and one of the discussions in the 10s. If you see a lab or discussion in the 40s, you can only register into the lecture section #40.

This means swapping sections will only work in very specific situations. Students should take the following into account when making changes to their schedule:

- If you **are not** on the wait list:
 - You can swap a section (lab or discussion) within a specific group, if there is an open seat.
 - You can swap entire linked groups (lecture/lab/discussion) as long as there is an open spot.
 - **Do not** check the "Wait list if class is full" box; otherwise, it will drop you from all of the sections you are already registered in.
- If you **are** on the wait list:
 - You can swap wait lists from one group of lecture/lab/discussion to another **only if** they are two completely different sets of section numbers. **The swap cannot share any section numbers.**
 - So swapping onto a wait list for sections 30/31L/32D when you are already enrolled in sections 10/11L/12D will work,
 - But swapping onto a wait list for sections 10/11L/12D when you are already 10/12L/11D will not work. The system will drop you from what you are already enrolled in and put you only on the wait list for the second group of numbers.
 - While on the wait list, if you want to change section numbers within the same grouping, contact the Records and Registration Office for help swapping. Our office can assist.


10. What are department-controlled wait lists?

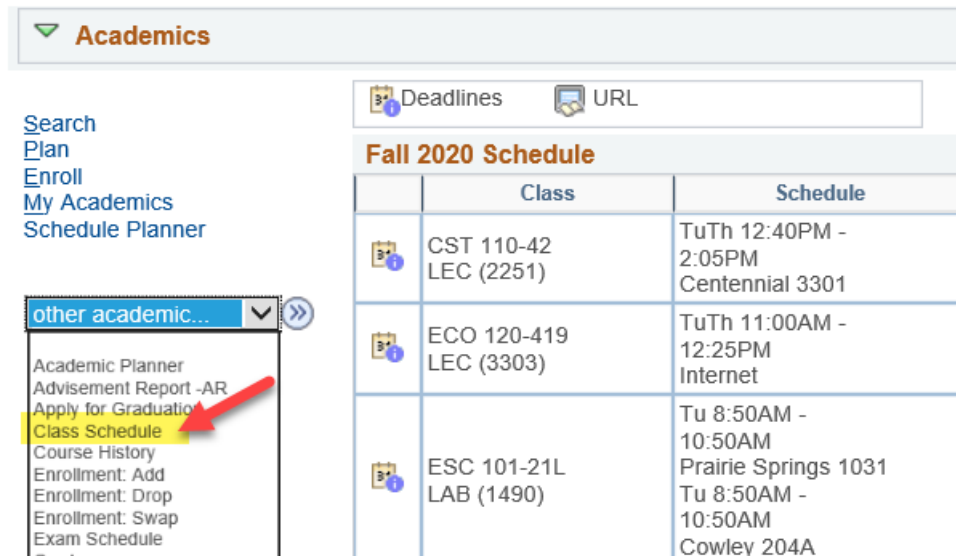
A: Some departments or faculty members may use criteria other than wait list position to determine who should be enrolled in the class. They may issue overrides (class permissions) to students they choose to enroll. In this situation, the wait list only keeps track of your name and does not enroll you. You need to register yourself if the department sends you their approval. The Chemistry and Biology departments are examples of departments that give electronic permissions based on the wait list.

11. Can I get on a wait list after the term has started?




A: No, the wait lists in WINGS are erased on the first day of the term. However, you can still ask the instructor for an override (electronic permission). You can register into a closed class with instructor consent up through the 10th day of class, for a full semester course.

View Your Position on the Wait List

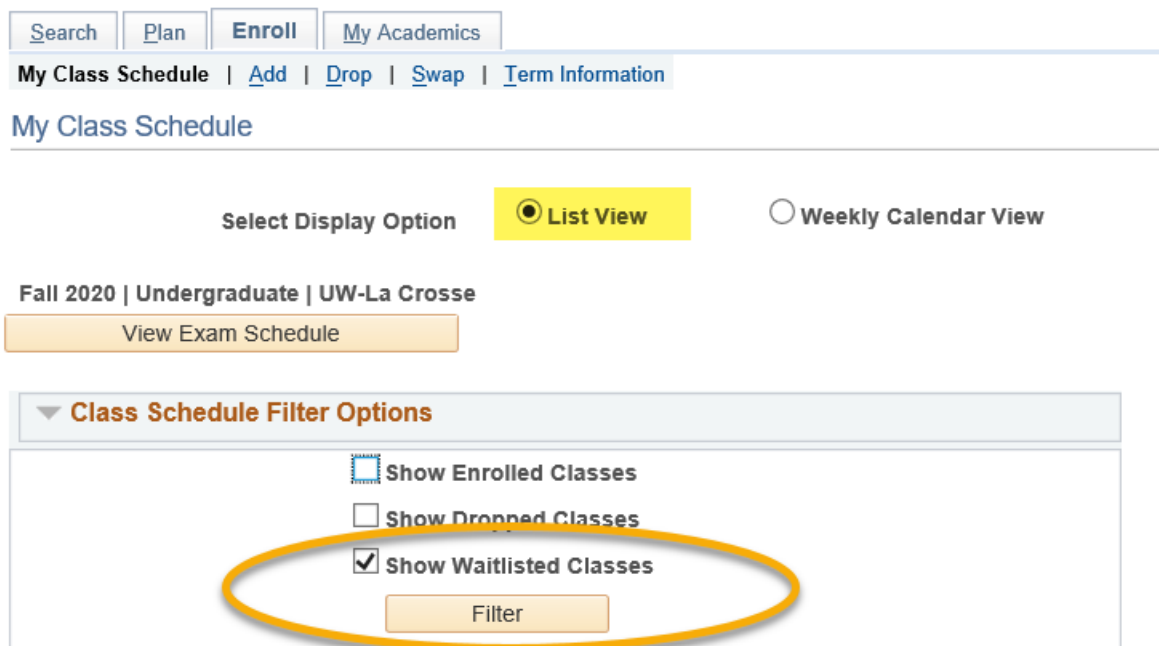
1. In the **Academics** section of your WINGS Student Center, select **Class Schedule** from the drop-down menu. Click the double arrow button. 



The screenshot shows the Academics section with a dropdown menu open. The dropdown menu lists various options, with "Class Schedule" highlighted in yellow and a red arrow pointing to it. To the right, the "Fall 2020 Schedule" table is visible, containing three rows of class information.

	Class	Schedule
	CST 110-42 LEC (2251)	TuTh 12:40PM - 2:05PM Centennial 3301
	ECO 120-419 LEC (3303)	TuTh 11:00AM - 12:25PM Internet
	ESC 101-21L LAB (1490)	Tu 8:50AM - 10:50AM Prairie Springs 1031 Tu 8:50AM - 10:50AM Cowley 204A

2. In the List view, switch the filter options to Show Waitlisted Classes and click Filter.



The screenshot shows the "My Class Schedule" page. The "List View" radio button is selected. Below, the "Class Schedule Filter Options" section is visible, with the "Show Waitlisted Classes" checkbox checked and circled in yellow. A "Filter" button is located below the checkboxes.

Select Display Option List View Weekly Calendar View

Fall 2020 | Undergraduate | UW-La Crosse
[View Exam Schedule](#)

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes

[Filter](#)

3. The **Waitlist Position** field shows your current position.

▼ **Class Schedule Filter Options**

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes

Filter

ACC 221 - Accounting Principles I

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting	4	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1001	411	Lecture		Internet	Megan Leach	09/08/2020 - 12/16/2020

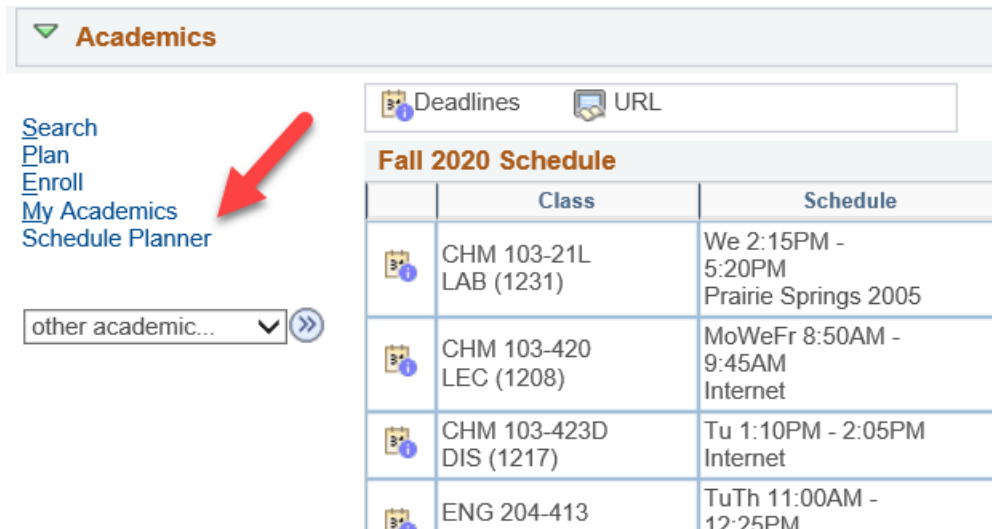
Note: Your wait list position is not listed in Schedule Planner, only in WINGS.

View Class Schedule in Calendar View

IN SCHEDULE PLANNER

1. Click on the **Schedule Planner** link in your WINGS Student Center, and if it doesn't open right away, click on the **Open Schedule Planner** button.

Stryker's Student Center



Academics

Search
Plan
Enroll
My Academics
Schedule Planner

other academic... ▾ >>

Deadlines URL

Fall 2020 Schedule		
	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413	TuTh 11:00AM - 12:25PM

2. Select your term. **Save and Continue.**
3. Go to the **Current Schedule** tab at the top.



Plan Schedule Shopping Cart (1) Current Schedule (6) Help Sign out

UNIVERSITY of WISCONSIN
LA CROSSE

4. Your schedule will have the classes in a list at the top, with the modes of instruction listed on the right. Below that will be the full weekly schedule in a calendar view. Classes that are entirely online without a meeting pattern (online asynchronous) will not be in the calendar view, just in the list.

Note: the Drop box in the class list at the top does not work to drop a class. To drop a class, click on the Edit or Drop Classes button. Drop dates will apply.

My Current Schedule

Email

Edit or Drop Classes

Print

Status	Subject	Course	Section	Component	Day(s) & Location(s)	Actions	Instruction Mode
	Enrolled	CHM	103	21L	LAB	W 2:15pm - 5:20pm - Prairie Springs 2005 2005	<input type="checkbox"/> Drop Hybrid: Blend On-campus/Online
	Enrolled	CHM	103	420	LEC	MWF 8:50am - 9:45am - Internet INTERNET	<input type="checkbox"/> Drop Online Synchronous
	Enrolled	CHM	103	423D	DIS	T 1:10pm - 2:05pm - Internet INTERNET	<input type="checkbox"/> Drop Online Synchronous
	Enrolled	ENG	204	413	LEC	TTh 11:00am - 12:25pm - Internet INTERNET	<input type="checkbox"/> Drop Online Synchronous
	Enrolled	STAT	145	11	LEC	MTWTh 9:55am - 10:50am - Centennial 1303 1303	<input type="checkbox"/> Drop Hybrid: Blend On-campus/Online
	Enrolled	THA	110	03	LEC	TTh 8:50am - 9:45am - Graff Main 247 247	<input type="checkbox"/> Drop Hybrid: Blend On-campus/Online

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am	CHM-103 Curtis Czerwinski	THA-110 Yvonne Collyar	CHM-103 Curtis Czerwinski	THA-110 Yvonne Collyar	CHM-103 Curtis Czerwinski
9:15					
9:30					
9:45					
10am	STAT-145 Irina Andreeva-Cherveney	STAT-145 Irina Andreeva-Cherveney	STAT-145 Irina Andreeva-Cherveney	STAT-145 Irina Andreeva-Cherveney	
10:15					
10:30					
10:45					
11am		ENG-204 Kelly Sultzbach		ENG-204 Kelly Sultzbach	
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm		CHM-103 Curtis Czerwinski			
1:15					
1:30					
1:45					
2pm					
2:15			CHM-103 Amanda Spiewak		
2:30					
2:45					
3pm					
3:15					
3:30					
3:45					
4pm					
4:15					
4:30					
4:45					
5pm					
5:15					
5:30					
5:45					
6pm					

IN WINGS STUDENT CENTER

7. In the Academics section of your Student Center, click on the **Weekly Schedule** link.

Stryker's Student Center

Academics

Search
Plan
Enroll
My Academics
Schedule Planner

other academic... ▾ ➤

Deadlines URL

Fall 2020 Schedule

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413 LEC (4877)	TuTh 11:00AM - 12:25PM Internet
	STAT 145-11 LEC (3256)	MoTuWeTh 9:55AM - 10:50AM Centennial 1303
	THA 110-03 LEC (2045)	TuTh 8:50AM - 9:45AM Graff Main 247

[Weekly Schedule ▶](#)
[Enrollment Shopping Cart](#)

8. If asked, choose the correct term.

9. The Weekly Calendar View option will be selected at the top. The List View shows your courses in a list, instead of the calendar view.

Stryker Eagle | go to ... ▾ ➤

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Term Information

My Class Schedule

Select Display Option List View Weekly Calendar View

10. To make sure you are seeing the correct schedule, check the dates being displayed in the **Show Week of** line. Use the **Previous Week/Next Week** fields to adjust to see a specific week (especially for summer courses).

a. **Important:**

- For Fall schedules, the first week starts on a Tuesday, so to see your whole week with Monday included, use the **Next Week>>** button to move ahead to the first full week.
- Entirely online classes (online asynchronous) will not show up in the weekly schedule.

b. Click **Printer Friendly Page** at the bottom to get a printable page. If it doesn't print correctly, try printing from a different internet browser.

Show Week of 09/14/2020
Start Time
End Time

Time	Monday Sep 14	Tuesday Sep 15	Wednesday Sep 16	Thursday Sep 17	Friday Sep 18	Saturday Sep 19	Sunday Sep 20
7:45AM							
8:50AM	CHM 103 - 420 Lecture 8:50AM - 9:45AM Internet INTERNET	THA 110 - 03 Lecture 8:50AM - 9:45AM Graff Main Hall 247	CHM 103 - 420 Lecture 8:50AM - 9:45AM Internet INTERNET	THA 110 - 03 Lecture 8:50AM - 9:45AM Graff Main Hall 247	CHM 103 - 420 Lecture 8:50AM - 9:45AM Internet INTERNET		
9:25AM	STAT 145 - 11 Lecture 9:55AM - 10:50AM Centennial Hall 1303	STAT 145 - 11 Lecture 9:55AM - 10:50AM Centennial Hall 1303	STAT 145 - 11 Lecture 9:55AM - 10:50AM Centennial Hall 1303	STAT 145 - 11 Lecture 9:55AM - 10:50AM Centennial Hall 1303			
11:00AM		ENG 204 - 413 Lecture 11:00AM - 12:25PM Internet INTERNET		ENG 204 - 413 Lecture 11:00AM - 12:25PM Internet INTERNET			
12:05PM							
1:10PM		CHM 103 - 423D Discussion 1:10PM - 2:05PM Internet INTERNET					
2:15PM			CHM 103 - 21L Laboratory/Studio 2:15PM - 5:20PM Prairie Springs Science Center 2005				
3:20PM							
4:25PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							
9:00PM							

▼ Display Options

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	<input type="checkbox"/> Sunday	<input type="button" value="Refresh Calendar"/>
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday		
<input type="checkbox"/> Show Instructors	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday		

[Printer Friendly Page](#)

c. **TIP:** If you see orange or a yellow warning icon, that may indicate a time conflict, but it may also indicate the class is using multiple rooms or that two classes are splitting the hour on the grid. Look closely at the times to make sure there is no conflict. If there is no conflict, you don't need to be concerned. If there is a conflict, contact the Records and Registration office for help.

4:25PM	3:55PM - 5:20PM Wittich Hall 0112
5:00PM	MKT 301 - 04 Lecture 3:55PM - 5:20PM Wittich Hall 0112 IS 220 - 11D Discussion 5:30PM - 6:25PM Wing Technology Center 7

View Final Exam Schedule

Your Final Exam Schedule can only be viewed in your WINGS Student Center. The schedule becomes available to in WINGS mid-way through the semester. However, you can still figure out your schedule before that by using the University's Final Exam Schedule chart and finding which exam time matches up with each of your courses. It is located here: <https://www.uwlax.edu/records/faculty-staff-resources/final-exam-schedule/>

1. Log into WINGS and open the drop down menu in the Academics section. Select **Exam Schedule** and click on the arrow button.

Stryker's Student Center

The screenshot shows the 'Academics' section of the WINGS Student Center. A dropdown menu is open, with 'Exam Schedule' highlighted. A red arrow points from the 'Exam Schedule' option to the 'Fall 2020 Schedule' table. The table lists several classes with their respective exam times and locations.

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413 LEC (4877)	TuTh 11:00AM - 12:25PM Internet
	STAT 145-11 LEC (3256)	MoTuWeTh 9:55AM - 10:50AM Centennial 1303
	THA 110-03 LEC (2045)	TuTh 8:50AM - 9:45AM Graff Main 247

Weekly Schedule

Enrollment Shopping Cart

Tip: There is also a link to your final exam schedule from your normal Weekly Schedule page. Your normal class schedule and final exam schedule have to be viewed in separate calendars.

My Class Schedule

The screenshot shows the 'My Class Schedule' page. At the top, there are radio buttons for 'List View' and 'Weekly Calendar View'. Below this, a button labeled 'View Exam Schedule' is circled in orange. At the bottom, there are navigation buttons for '<< Previous Week', 'Week of 9/7/2020 - 9/13/2020', and 'Next Week >>'.

- If the schedule has not been entered yet, the message will say this:

Stryker Eagle go to ...

[Search](#) | [Plan](#) | **Enroll** | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | **Term Information**

My Exam Schedule

Select Display Option List View Weekly Calendar View
 Default text

2020 Fall | UW-La Crosse

An exam schedule is not available for this term.

- If the schedule has been entered, you will see the below.

Stryker Eagle go to ...

[Search](#) | [Plan](#) | **Enroll** | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | **Term Information**

My Exam Schedule

Select Display Option List View Weekly Calendar View
 Default text

2020 Fall | UW-La Crosse

Class	Description	Exam Type	Exam Date	Schedule	Room
STAT 145-11 (3256)	Elem Statistics (Lecture)	Final	12/18/2020	7:45AM - 9:45AM	Centennial 1303
THA 110-03 (2045)	Theatre Apprec (Lecture)	Final	12/21/2020	2:30PM - 4:30PM	Graff Main 247
ENG 204-413 (4877)	British Literature after 1800 (Lecture)	Final	12/22/2020	7:45AM - 9:45AM	Internet
CHM 103-420 (1208)	General Chemistry I (Lecture)	Final	12/22/2020	10:00AM - 12:00PM	Cowley 156

Important: Just because a class is not listed with an exam time, does not mean there isn't a final exam. Your instructor may be holding the exam online. Check your syllabus or with your instructor to be sure.

- Click on the **Weekly Calendar** view option at the top to see the times in a calendar grid. Remember, the calendar grid goes by weeks. In the Fall, finals week may start in one week and end in the other. Use the Next Week/Previous Week buttons to change weeks.

My Exam Schedule

Select Display Option
Default text

List View

Weekly Calendar View

<< Previous Week

Week of 12/14/2020 - 12/20/2020

Next Week >>

Show Week of 12/18/2020

Start Time 7:00AM

End Time 9:00PM

Refresh Calendar

Schedule

Time	Monday Dec 14	Tuesday Dec 15	Wednesday Dec 16	Thursday Dec 17	Friday Dec 18	Saturday Dec 19	Sunday Dec 20
7:45AM					STAT 145 - 11 Lecture (Final Exam) 7:45AM - 9:45AM Centennial Hall 1303		
8:50AM							
9:25AM							
11:00AM							
12:05PM							
1:10PM							
2:15PM							
3:20PM							
4:25PM							
5:00PM							

<< Previous Week

Week of 12/21/2020 - 12/27/2020

Next Week >>

Show Week of 12/25/2020

Start Time 7:00AM

End Time 9:00PM

Refresh Calendar

Schedule

Time	Monday Dec 21	Tuesday Dec 22	Wednesday Dec 23	Thursday Dec 24	Friday Dec 25	Saturday Dec 26	Sunday Dec 27
7:45AM		ENG 204 - 413 Lecture (Final Exam) 7:45AM - 9:45AM Internet INTERNET					
8:50AM							
9:25AM		CHM 103 - 420 Lecture (Final Exam) 10:00AM - 12:00PM Cowley Hall 156					
11:00AM							
12:05PM							
1:10PM							
2:15PM	THA 110 - 03 Lecture (Final Exam) 2:30PM - 4:30PM Graff Main Hall 247						
3:20PM							
4:25PM							
5:00PM							
6:00PM							

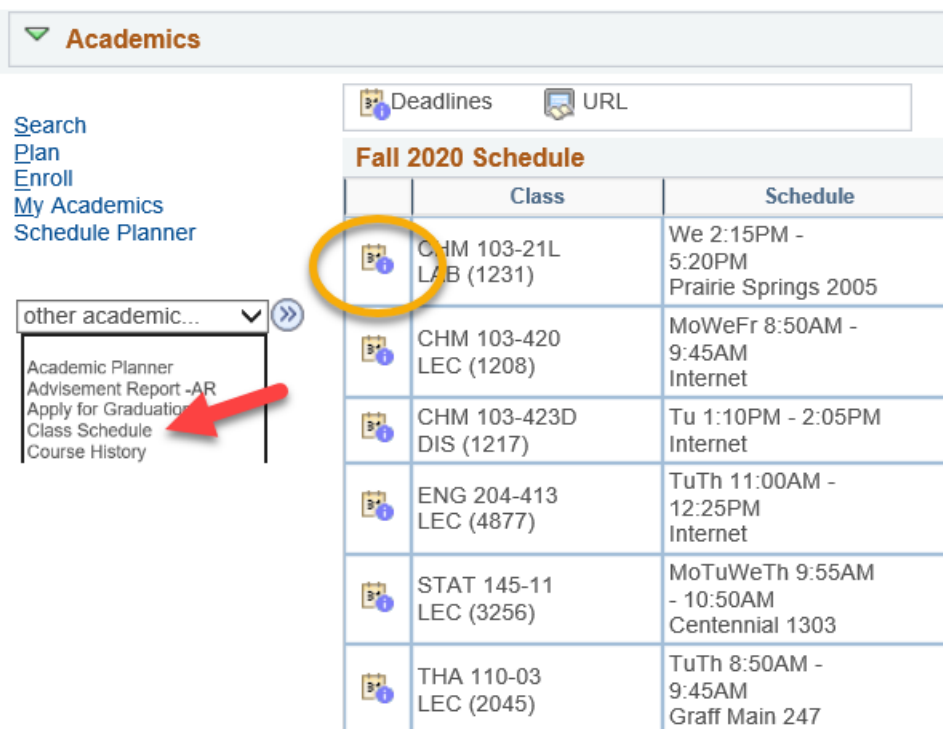
View the Academic Deadlines for your Courses

Semester deadlines are listed on the Records & Registration page at <https://www.uwlax.edu/records/dates-and-deadlines/>. You can also find them in your class schedule in the WINGS Student Center.

Remember, drop dates are different for courses that do not follow the traditional semester structure (i.e. are longer or shorter than 15 weeks). Therefore, if you know your class is not the normal semester length, you should use this below method for finding the exact drop dates.

1. Log in to your WINGS. Your current class schedule should be displayed.
2. Click the **calendar** icon next to the class you would like to view drop/add dates for. If you are registered into two terms and want to look at the dates for a future term, click on the other academic drop down and select **Class Schedule**. On the next page, select the correct term. There will be a calendar icon for each class section in your schedule.

Stryker's Student Center



Academics







Search
Plan
Enroll
My Academics
Schedule Planner

other academic... >>

- Academic Planner
- Advisement Report -AR
- Apply for Graduation
- Class Schedule
- Course History

Deadlines URL

Fall 2020 Schedule

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413 LEC (4877)	TuTh 11:00AM - 12:25PM Internet
	STAT 145-11 LEC (3256)	MoTuWeTh 9:55AM - 10:50AM Centennial 1303
	THA 110-03 LEC (2045)	TuTh 8:50AM - 9:45AM Graff Main 247

3. The explanation for each date can be found in the screenshot.

Academic Calendar Deadlines

Stryker Eagle

Fall 2020

Undergraduate

Regular Academic Session

CHM	103	Section 21L	General Chemistry I
Class Start Date 09/08/2020		End Date 12/16/2020	

Drop Calendar Last day to drop without a W grade

Drop - Retain Record	09/21/2020	A class dropped on or before this date will not appear on your transcript.
Last day to Drop with a W	Drop with Penalty 11/02/2020	A class dropped on or before this date will appear on your transcript with a grade of "W."

Cancel & Withdrawal Calendar Day before class starts. If this is the only class you are taking, its the last day to drop without withdrawing.

Cancel	09/07/2020	Course enrollment cancelled on or before this date will not appear on your transcript.
Withdraw without Penalty	09/21/2020	The official date of withdrawal from all classes will be recorded on the transcript if the student withdraws from the University on or before this date. No full term classes will appear. Contact the Office of Student Life to withdraw from the University. (149 Graff Main Hall, 608.785.8062) If you are dropping your last summer or winter session class, yet don't intend to withdraw from the University, contact the Office of Records and Registration, 117 Graff Main Hall.
Last day to Drop without a W grade (same date as Drop-Retain Record)		
Withdraw with Penalty	11/02/2020	The official date of withdrawal from all classes will be recorded on the transcript if the student withdraws from the University on or before this date. All full term classes will be recorded with grades of "W." Contact the Office of Student Life to withdraw from the University. (149 Graff Main Hall, 608.785.8062) If you are dropping your last summer or winter session class, yet don't intend to withdraw from the University, contact the Office of Records and Registration, 117 Graff Main Hall. Your instructor or adviser signature is required after the Change of Schedule period.
Last day to Drop with a W (same date as Drop with Penalty)		
Withdraw with Greater Penalty	11/20/2020	Last day to withdraw from the University. A grade of "WP" or "WF" will appear if the withdrawal falls after the last day to drop. A grade of "WF" is a failing grade and is calculated as an "F" in the GPA. The official withdrawal date will be recorded on the transcript. Withdrawal from the university is not allowed after the three-quarter point of the term. Contact the Office of Student Life to withdraw from the University. (149 Graff Main Hall, 608.785.8062) If you are dropping your last summer or winter session class, yet don't intend to withdraw from the University, contact the Office of Records and Registration, 117 Graff Main Hall.
Last day to withdraw from UWL without a medical reason. The full withdrawal policy can be found in withdrawal section of the catalog		

(Note: Academic Calendar dates are subject to change)

View Your Advisement Report

1. In the Academics section of your Student Center, select the **My Academics** link.

Stryker's Student Center

Academics

Search
Plan
Enroll
My Academics
Schedule Planner

other academic... ▾ ⌵

Deadlines URL

Fall 2020 Schedule

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet

2. The **My Academics** tab will be selected. Next to **Academic Requirements**, click **View my advisement report**.

Stryker Eagle

go to ... ▾ ⌵

Search Plan Enroll **My Academics**

My Academics

Academic Requirements	View my advisement report
What-If Report	Create a what-if scenario
Advisors	View my advisors

Textbooks	View my book list
	View my test scores
Course History	View my course history
Transcript	View my unofficial transcript
Milestones	View my milestones

Graduation	Apply for graduation
	View my graduation status

My Program

- Institution - UW-La Crosse
- Career - Undergraduate
- Program - College of Science & Health
- Major - BIO: Biology BS
- Minor - Business Admin Minor

3. Advisement Reports (AR) are only available for undergraduate, degree-seeking students. The AR will default to closing the sections that are satisfied and keeping open the requirements that are not satisfied.

To see all the section titles together, click **Collapse All**. Clicking **Expand All** will open all sections.

My Academic Requirements

UW-La Crosse | Undergraduate

This report last generated on 08/21/2020 3:59PM

Collapse All Expand All View Report as PDF

✓ Taken ◆ In Progress ★ Planned

- ▶ COURSE ENROLLMENTS/ACADEMIC STANDING
- ▶ ADVISEMENT REPORT (AR) GENERAL INFORMATION - OPEN FOR IMPORTANT AR INFORMATION
- ▶ UNIVERSITY REQUIREMENTS FOR GRADUATION
- ▶ GENERAL EDUCATION REQUIREMENTS
- ▶ SCIENCE AND HEALTH B.S. CORE REQUIREMENTS
- ▶ COURSES NOT ALLOCATED (UGRD)
- ▶ BIOLOGY B.S. - MAJOR INCLUDES GENERAL EDUCATION WRITING EMPHASIS
- ▶ BUSINESS ADMINISTRATION MINOR

4. Note the icon legend underneath the Collapse All/Expand All. **Taken** mean the class has been completed. **In Progress** means there is no final grade yet. **Planned** means the class was entered into the My Planner option in WINGS and you plan to take it.

✓ Taken ◆ In Progress ★ Planned

5. Note the different sections that need to be satisfied in order to complete your degree
- UWL's University Requirements
 - General Education Requirements
 - Your college's requirements
 - Your major
 - Your second major/minor (there will be an additional section for each one of these)

▶ COURSE ENROLLMENTS/ACADEMIC STANDING	
▶ ADVISEMENT REPORT (AR) GENERAL INFORMATION - OPEN FOR IMPORTANT AR INFORMATION	
▶ UNIVERSITY REQUIREMENTS FOR GRADUATION	UWL's Degree Requirement
▶ GENERAL EDUCATION REQUIREMENTS	General Education
▶ SCIENCE AND HEALTH B.S. CORE REQUIREMENTS	Your College Core
▶ COURSES NOT ALLOCATED (UGRD)	Courses that don't fit any requirement currently
▶ BIOLOGY B.S. - MAJOR INCLUDES GENERAL EDUCATION WRITING EMPHASIS	Your Major
▶ BUSINESS ADMINISTRATION MINOR	And/or majors, minors, program options, pre-professional information - will have a section for each

6. If a section is marked **Satisfied**, it starts off closed until you open it by clicking the arrow. Sections marked **Not Satisfied** have to be completed before you can graduate. The courses you can take to satisfy the requirement will be listed, along with the number of courses and/or credits that are required.

GE07: HUMANISTIC STUDIES: THE SEARCH FOR VALUES AND MEANING

Satisfied: HUMANISTIC STUDIES: THE SEARCH FOR VALUES AND MEANING - 3 Units Required (RQ-20039)

- ▶ Literature
- ▶ Additional Humanistic Studies Electives

GE08: ARTS: THE AESTHETIC EXPERIENCE

Not Satisfied: ARTS: THE AESTHETIC EXPERIENCE - 2 Courses Required in 2 different departments (RQ-20042)

- Courses: 2 required, 1 taken, 1 needed

▼ Art Courses

Not Satisfied: Art Courses (LN-010)

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ART 102	Art Appreciation	2.00	Fall, Winter, Spring, Summer		
ART 160	Gen Art Foundations	3.00	Fall, Spring		
ART 172	Photography Survey	3.00	Fall, Spring		

7. To find the GPA in your major, open the section for your major's requirements and find the subsection labeled your major's GPA. If it is Satisfied, click on the arrow to open.

BIOLOGY MAJOR GPA

Satisfied: BIOLOGY MAJOR GPA (RQ-20309)


▼ **Biology Resident Major GPA - 2.0 Minimum Required**

Satisfied: Biology Resident Major GPA - 2.0 Minimum Required (includes all courses applicable to the major) (LN-010)

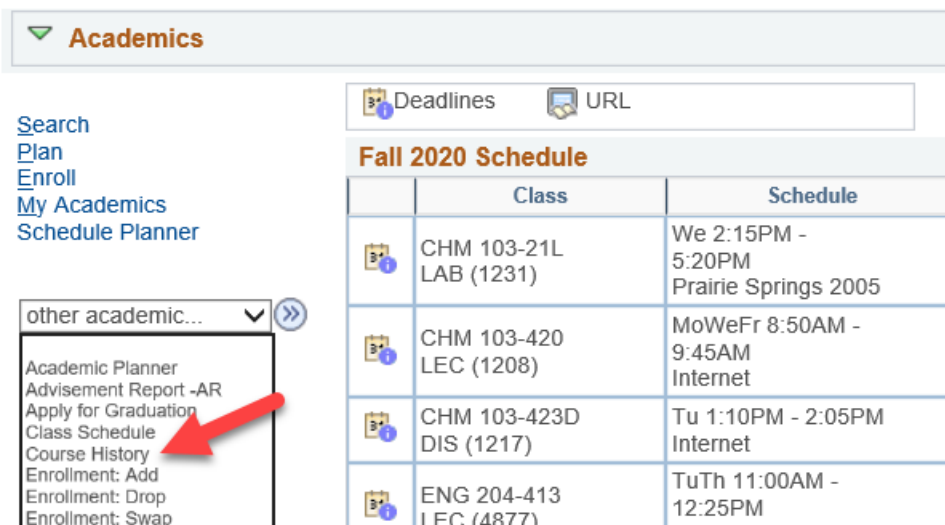
- GPA: 2.000 required, 3.000 actual

8. If you find errors with the report, contact your college dean's office.
9. Review the **How to Red Your Advisement Report (AR)** document on the WINGS Help website (<https://www.uwlax.edu/wings/>) for more information.

View Course History


1. In the **Academics** section of your Student Center, select **Course History** from the drop-down menu. Click the double arrow button .

Stryker's Student Center




Academics





Search
Plan
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My Academics
Schedule Planner

other academic... 

- Academic Planner
- Advisement Report -AR
- Apply for Graduation
- Class Schedule
- Course History**
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Swap

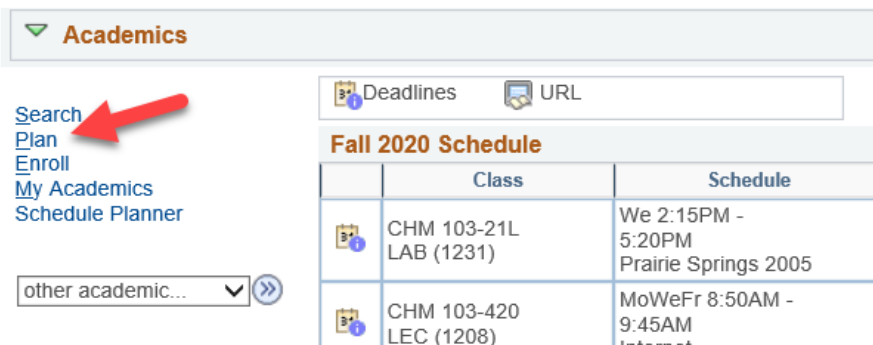
Deadlines  URL

Fall 2020 Schedule

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413 I FC (4877)	TuTh 11:00AM - 12:25PM


2. Or click on the **Plan** link and select the **Course History** tab.


Stryker's Student Center





Academics

Search
Plan
Enroll
My Academics
Schedule Planner

other academic... 

Deadlines  URL

Fall 2020 Schedule

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet

Stryker Eagle

go to ... 

Search **Plan** Enroll My Academics

My Planner | My Planner | Shopping Cart | **Course History**

My Course History

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by 

Then by 

Sort 

3. You can sort the list by course, description, grade, status, term, or units (credits).

Tip: Grades with T in them are transfer grades. TIP means a transfer course in progress, and we do not have your final grades on file.

[Favorites](#) | [Main Menu](#) | [Self Service](#) | [Academic Planning](#) | [My Planner](#)

All Search [Advanced Search](#)

Stryker Eagle

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

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

My Course History

Select Display Option

Hide courses from My Planner
 Show courses from My Planner

Sort results by

Then by

[Sort](#)

Taken
 Transferred
 In Progress

Course	Description	Term	Grade	Units	Status
BIO 105	General Biology	Fall 2019	B	4.00	
CHM 103	General Chemistry I	Fall 2020		5.00	
CST 110	Communicating Effectively	Fall 2019	AB	3.00	
ENG 110	College Writing	Spring 2020	A	3.00	
ENG 204	British Literature after 1800	Fall 2020		3.00	
HIS 110	World History (Migration)	Spring 2020	AB	3.00	
HP 106	Intro to Health Careers	Spring 2020	A	2.00	
HPR 105	Hlthy Actv Lifestyl	Fall 2019	AB	3.00	
MTH 051	Topic Intmd Algebra	Fall 2019	A	2.00	
MTH 150	College Algebra	Spring 2020	A	4.00	
MUS 105	Music Appreciation	Spring 2020	A	2.00	
PSY 100	General Psychology	Fall 2019	BC	3.00	
STAT 145	Elem Statistics	Fall 2020		4.00	
THA 110	Theatre Apprec	Fall 2020		2.00	

View Career, College (Program), & Major/Minor

1. In the **Academics** section, select the **My Academics** link.

Stryker's Student Center

▼ **Academics**

Search
Plan
Enroll
My Academics ←
Schedule Planner

other academic... ▼ ➤

Deadlines URL

Fall 2020 Schedule

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet

2. Your career/program/plan information will appear in the box on the right-hand side. To request a change, go to <https://www.uwlax.edu/records/forms/#tm-change-of-major-minor> and click on the link for the college in which you have your first major. If you are changing your first major, use the college which houses the major you are switching into.

Stryker Eagle

go to ... ▼ ➤

Search Plan Enroll **My Academics**

My Academics

Academic Requirements	View my advisement report
What-If Report	Create a what-if scenario
Advisors	View my advisors
Textbooks	View my book list View my test scores
Course History	View my course history
Transcript	View my unofficial transcript
Milestones	View my milestones
Graduation	Apply for graduation View my graduation status

My Program

Institution - UW-La Crosse


Career - Undergraduate

Program - College of Science & Health

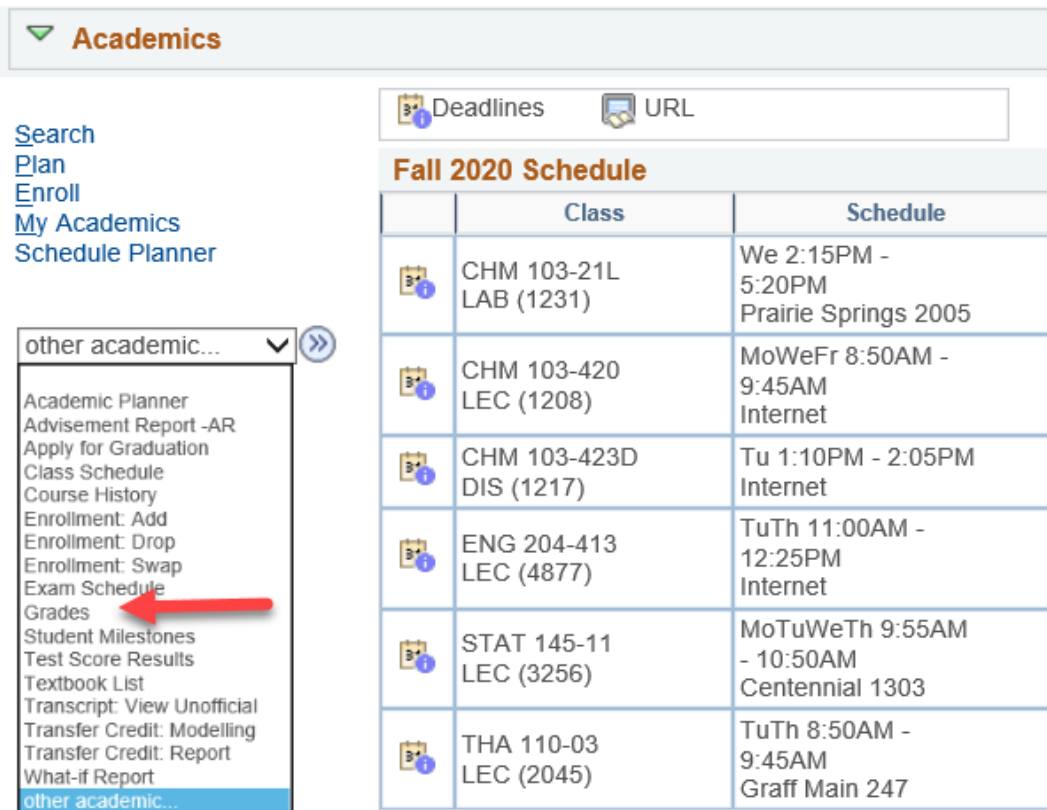
Major - BIO: Biology BS

Minor - Business Admin Minor

Viewing Your Term Grades & GPA


1. In the **Academics** section of your Student Center, select **Grades** from the drop-down menu. Click the double arrow button. 

Stryker's Student Center





Academics







Search
Plan
Enroll
My Academics
Schedule Planner

other academic... 

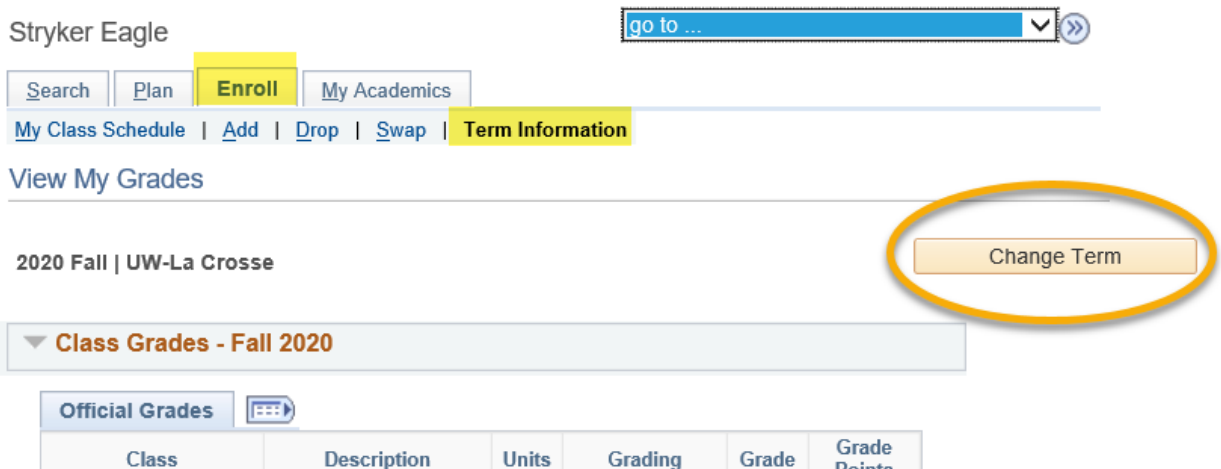
- Academic Planner
- Advisement Report -AR
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Swap
- Exam Schedule
- Grades**
- Student Milestones
- Test Score Results
- Textbook List
- Transcript: View Unofficial
- Transfer Credit: Modelling
- Transfer Credit: Report
- What-if Report
- other academic...


Deadlines  URL 

Fall 2020 Schedule

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
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	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413 LEC (4877)	TuTh 11:00AM - 12:25PM Internet
	STAT 145-11 LEC (3256)	MoTuWeTh 9:55AM - 10:50AM Centennial 1303
	THA 110-03 LEC (2045)	TuTh 8:50AM - 9:45AM Graff Main 247

2. The next screen should show the **Enroll** and **Term Information** tabs selected. The system may default to the most current term. Click on **Change Term** to select another term.



Stryker Eagle 

Search | Plan | **Enroll** | My Academics


My Class Schedule | Add | Drop | Swap | **Term Information**

View My Grades

2020 Fall | UW-La Crosse

Change Term

Class Grades - Fall 2020

Official Grades 

Class	Description	Units	Grading	Grade	Grade Points
-------	-------------	-------	---------	-------	--------------

3. Grades and GPA for that term will appear in two sections.

▼ Class Grades - Spring 2020

Official Grades					
Class	Description	Units	Grading	Grade	Grade Points
ENG 110	College Writing	3.00	Graded	A	12.000
HIS 110	World History	3.00	Graded	AB	10.500
HP 106	Intro to Health Careers	2.00	Graded	A	8.000
MTH 150	College Algebra	4.00	Graded	A	16.000
MUS 105	Music Appreciation	2.00	Graded	A	8.000

▼ Term Statistics - Spring 2020

	From Enrollment	UWL Cumulative Total	Transfer Cumulative Total	Combined Cumulative Total
Units Toward GPA:				
Taken	14.000	27.000		27.000
Passed	14.000	27.000		27.000
Units Not for GPA:				
Taken		2.000		2.000
Passed				
GPA Calculation				
Total Grade Points	54.500	95.000		95.000
/ Units Taken Toward GPA	14.000	27.000		27.000
= GPA	3.890	3.510		3.510

Combined UWL and transfer GPA. This GPA is not used to determine academic standing. In this example, the student has no transfer credit, so combined GPA is the same as UWL GPA.

Academic Standing

Good Standing

GPA for this term only

Total GPA based on all earn credits at UWL so far. This is the GPA used to determine academic standing and Dean's List


Printer Friendly Page

4. The **Term Statistics** section shows several different GPAs. **UWL uses only the UWL Cumulative GPA** for determining academic standing, honors, athletic eligibility, and other verifications.
 - a. From Enrollment: the GPA for that specific term
 - b. UWL Cumulative: your GPA using only UWL GPA credits
 - c. Transfer Cumulative: your GPA using only your transfer credits
 - d. Combined Cumulative: your GPA using both UWL and transfer credit together.

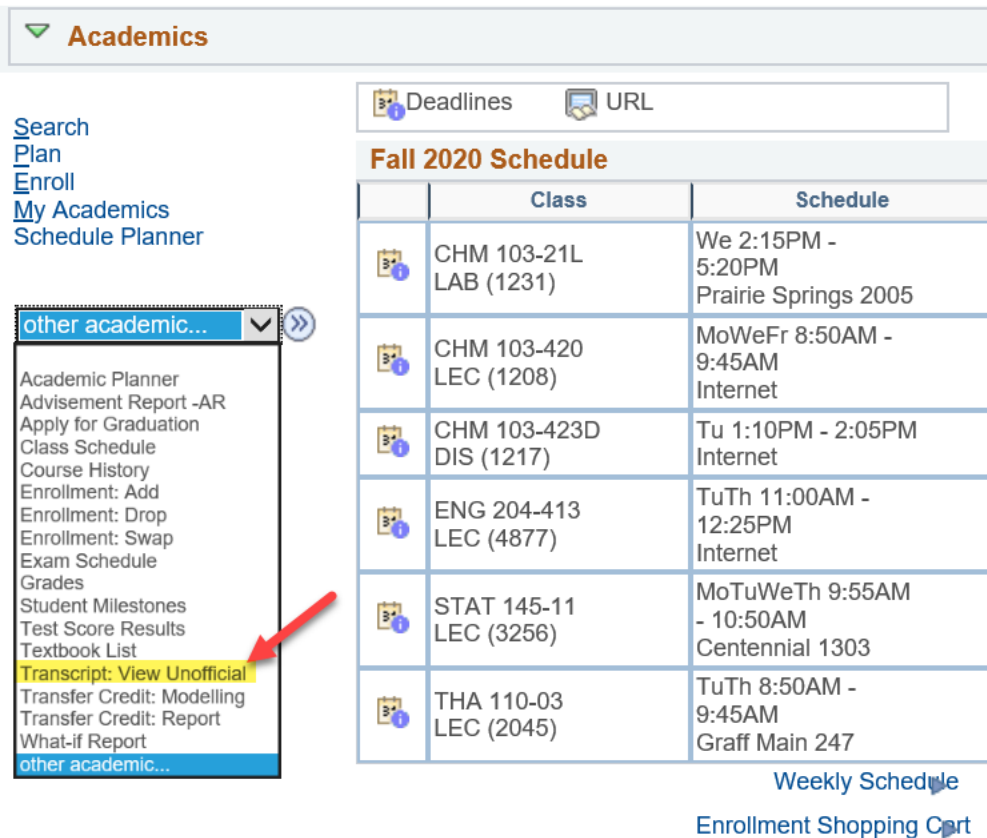
5. Be sure to be on the most recently graded term to see your current cumulative GPAs. Term Statistics show your GPA up through that specific term.

6. To find the GPA in your major, check your Advisement Report (AR). Your major GPA will be in section that lists your major's requirements.
7. To print the grades for your records, click **Printer Friendly Page** at the bottom of the screen and print from your browser. Try using a different browser if it doesn't print correctly the first time.
8. To look at a different term, click the change term button at the top.
9. **To view all terms** on one page, go back to your main page and select **Transcript: View Unofficial**. More detailed directions are in the next section

View Unofficial Transcripts


1. In the **Academics** section of your Student Center, select **Transcript: View Unofficial** from the drop-down menu. Click the double arrow button. 

Stryker's Student Center





Academics

Search
Plan
Enroll
My Academics
Schedule Planner







other academic... 

- Academic Planner
- Advisement Report -AR
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Swap
- Exam Schedule
- Grades
- Student Milestones
- Test Score Results
- Textbook List
- Transcript: View Unofficial**
- Transfer Credit: Modelling
- Transfer Credit: Report
- What-if Report

other academic...

Deadlines  URL 

Fall 2020 Schedule

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413 LEC (4877)	TuTh 11:00AM - 12:25PM Internet
	STAT 145-11 LEC (3256)	MoTuWeTh 9:55AM - 10:50AM Centennial 1303
	THA 110-03 LEC (2045)	TuTh 8:50AM - 9:45AM Graff Main 247

[Weekly Schedule](#)


[Enrollment Shopping Cart](#)


2. On the next screen, leave **Academic Institution** as **UW-La Crosse**. Click **Unofficial Enrollment (Both)** for **Report Type**. Do not leave this blank or the transcript will not come up.

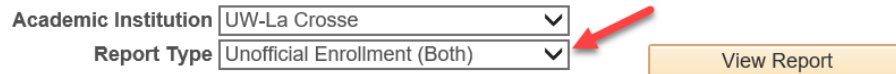
View Unofficial Transcript

Choose an institution and report type and press View Report

This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place

Academic Institution 

Report Type 



Information For Students




3. Click **View Report**.
4. A new window or tab should pop up displaying the transcript.







Tip: If a new window or tab does not come up, you might have a popup blocker on in your browser. Go to your browser options and turn off the blocker or add wings.uwlax.edu to the list of acceptable sites. For directions on how to do that for your browser, you should be able to google "turn off pop up blocker" for your browser (i.e. Chrome, Firefox, Internet Explorer, Edge). When you have it turned off, try these steps again.

5. You may save the transcript as a PDF file to your computer or print it. On your WINGS window, you will see the history of the times when you have requested to view this report.

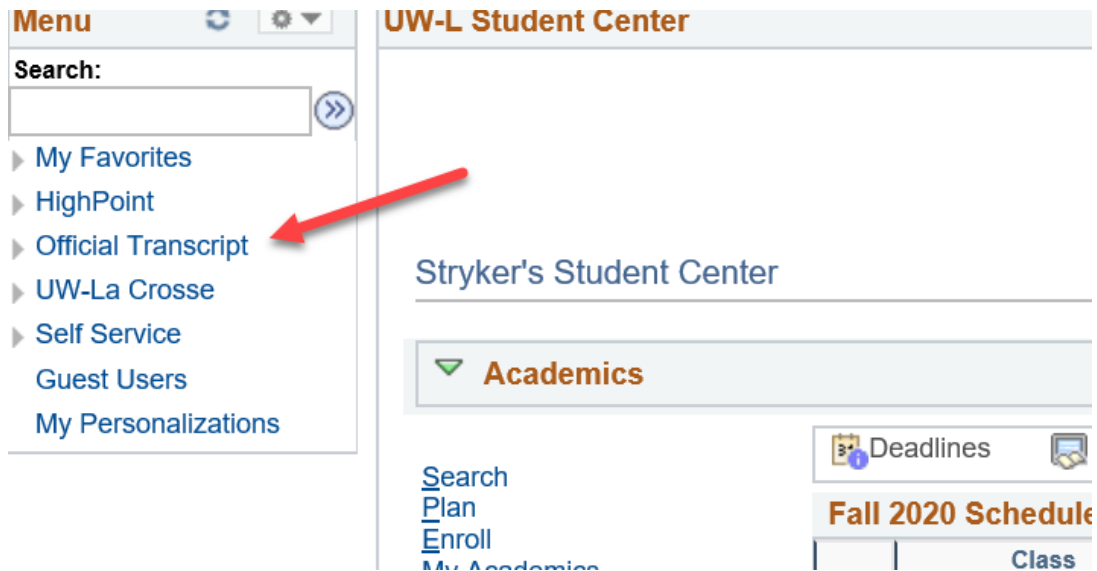
View Unofficial Transcript

Previous Requests

Personalize | Find | View All |  First  1-3 of 3  Last

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date		
<input type="button" value="View Report"/>	08/24/2020	Unofficial Enrollment (Both)	UWLAC	989169962	Immediate Processing	08/24/2020		
<input type="button" value="View Report"/>	05/21/2020	Unofficial Enrollment (Both)	UWLAC	989169962	Immediate Processing	05/21/2020		
<input type="button" value="View Report"/>	01/27/2020	Unofficial Enrollment (Both)	UWLAC	989169962	Immediate Processing	01/27/2020		

6. To order an **official** transcript, there are two places in your WINGS you can click on.
 - a. Click on the Official Transcript link in the left hand menu, then click on Official Transcript again. A new window or tab will pop up with the start of the official transcript form. Select either electronic (PDF) delivery through secure email or paper (hard copy) delivery through US Postal Service.




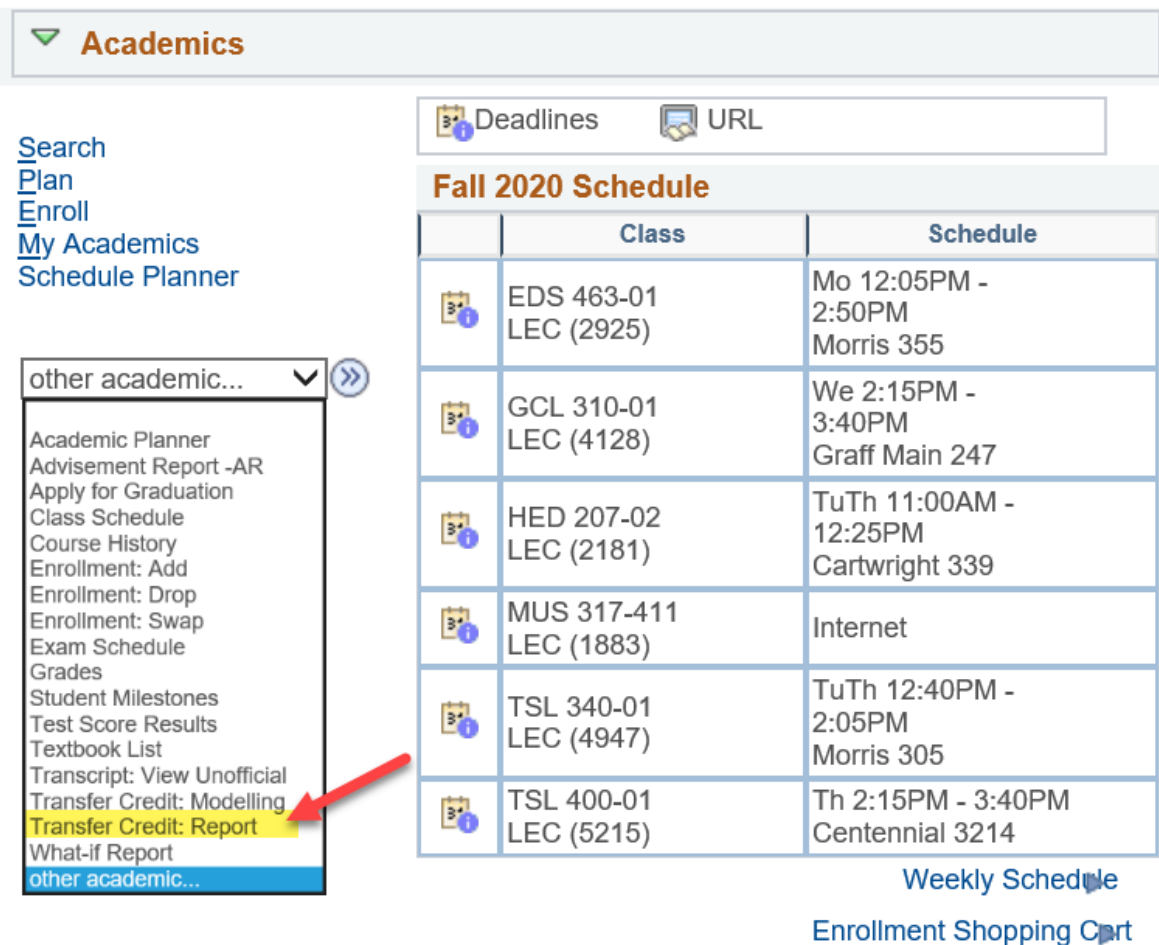
or

- b. Go to the Enrollment Resources section in the bottom right of your Student Center homepage and click on Official Transcript. A new window or tab will pop up with the start of the official transcript form.
7. **There is a fee for each official copy sent. You can pay with a credit or debit card.**




View Transfer Credit Report

1. In the **Academics** section of your Student Center, select **View Transfer Credit: Report** from the drop-down menu. Click the double arrow button .





Academics







Search
Plan
Enroll
My Academics
Schedule Planner


other academic... 


- Academic Planner
- Advisement Report -AR
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Swap
- Exam Schedule
- Grades
- Student Milestones
- Test Score Results
- Textbook List
- Transcript: View Unofficial
- Transfer Credit: Modelling
- Transfer Credit: Report**
- What-if Report
- other academic...

Deadlines  URL 

Fall 2020 Schedule

	Class	Schedule
	EDS 463-01 LEC (2925)	Mo 12:05PM - 2:50PM Morris 355
	GCL 310-01 LEC (4128)	We 2:15PM - 3:40PM Graff Main 247
	HED 207-02 LEC (2181)	TuTh 11:00AM - 12:25PM Cartwright 339
	MUS 317-411 LEC (1883)	Internet
	TSL 340-01 LEC (4947)	TuTh 12:40PM - 2:05PM Morris 305
	TSL 400-01 LEC (5215)	Th 2:15PM - 3:40PM Centennial 3214

Weekly Schedule 

Enrollment Shopping Cart 

2. View your report.
 - a. The below example shows credits transferred in from Western Technical College under the **Course Credits** section.
 - i. The grades start with T because they are transfer grades.
 - ii. **Incoming Course** is the course name/number from your prior school.
 - iii. The **Equivalent Course** is the name of which UWL course will be awarded. If the course is labeled GEL, that is a general, non-departmental elective. If the course has a subject code followed by 0's (e.g. ECO 000C), the course is an elective in that particular subject/department.

- b. The below example shows no test credits, such as departmental exam credit, AP, IB, or CLEP. If you had any of these credits it would be in the **Test Credits** section.
- c. The below example shows no other kinds of transfer credits, such as retroactive credit. If you had any of these credits, they would be in the **Other Credits** section.

[View Transfer Credit Report](#)

▼ **Course Credits**

Model Nbr 1 **Posted**
Institution UW-La Crosse **Credit Source Type** External
Career Undergraduate **Source Institution** Western Technical College
Program College of Science & Health

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Fall 2017	809 198	3.00	TIP	Posted	PSY 100	3.000	TA
Fall 2017	809 196	3.00	TA	Posted	SOC 110	3.000	TA
Fall 2017	809 172	3.00	TA	Posted	GEL 000Y	3.000	TA
Fall 2017	806 177	4.00	TC	Posted	ESS 205	4.000	TC
Fall 2017	801 198	3.00	TIP	Posted	CST 110	3.000	TA
Fall 2017	801 195	3.00	TIP	Posted	ENG 110	3.000	TA


▼ **Test Credits**

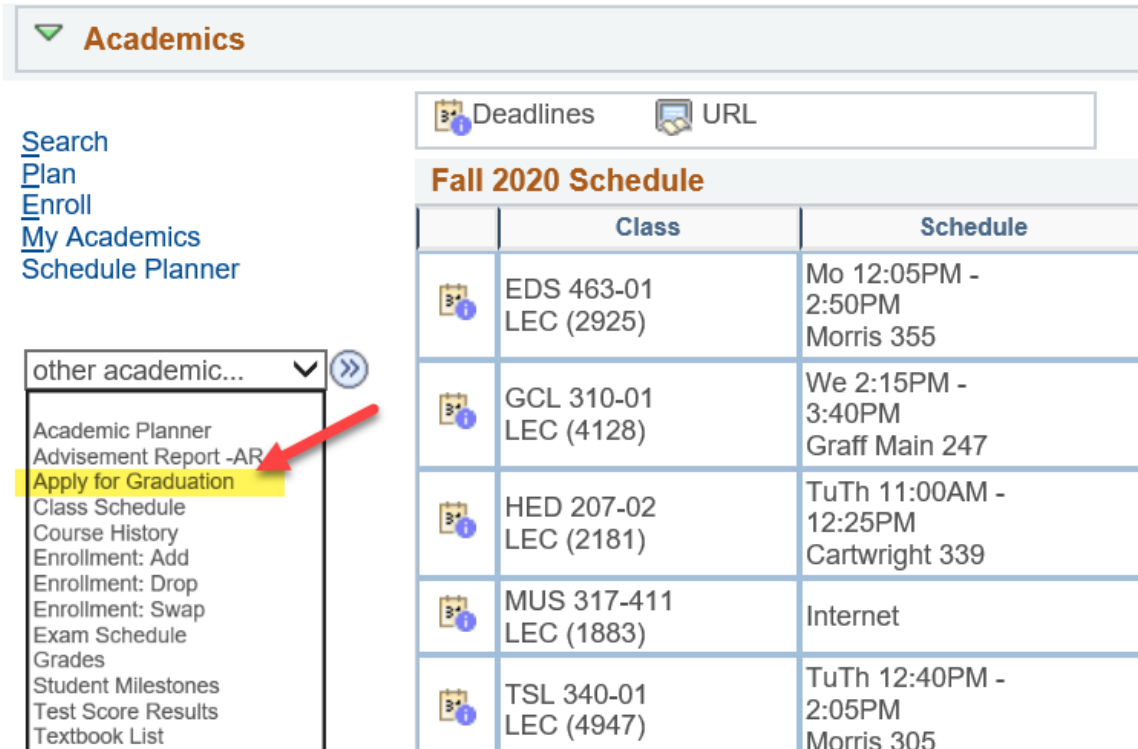
No test credits found.

▼ **Other Credits**

No other credits found.


Apply for Graduation

4. In the **Academics** section of your Student Center, select **Apply for Graduation** from the drop-down menu. Click the double arrow button. 





Academics






Search
Plan
Enroll
My Academics
Schedule Planner

other academic... 

- Academic Planner
- Advisement Report -AR
- Apply for Graduation**
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
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- Student Milestones
- Test Score Results
- Textbook List

Deadlines  URL 

Fall 2020 Schedule

	Class	Schedule
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	HED 207-02 LEC (2181)	TuTh 11:00AM - 12:25PM Cartwright 339
	MUS 317-411 LEC (1883)	Internet
	TSL 340-01 LEC (4947)	TuTh 12:40PM - 2:05PM Morris 305

5. Click on the **Apply for Graduation** link next to the program from which you are graduating.

Apply for Graduation


Submit an Application for Graduation

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: College of Arts, Soc Sci & Hum

UW-La Crosse | Undergraduate

Degree: Bachelor of Arts
Major: Psychology BA
Course of Study: CASSH BA Degree Prog Opt-Lang
Minor: Criminal Justice Minor
Minor: Sociology Minor

[Apply for Graduation](#) 

6. From the drop-down menu, select your expected graduation term and click Continue.

Select Graduation Term

The academic program listed here was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: College of Arts, Soc Sci & Hum	
UW-La Crosse Undergraduate	
Degree: Bachelor of Arts Major: Psychology BA Course of Study: CASSH BA Degree P Minor: Criminal Justice Minor Minor: Sociology Minor	Fall 2020 Spring 2021 Summer 2020 Winter 2021 select term ...
Expected Graduation Term:	

Select Different Program

Continue

7. Another section will appear with information about what happens next.

Graduation Instructions
<p>After submitting your application, a message will be displayed indicating you have successfully applied for graduation. If you need to change your graduation term to a different term, you must contact your dean's office.</p> <p>More information regarding the May 16, 2021 commencement ceremony will be available at https://www.uwlax.edu/commencement/ after the beginning of the spring term. The ceremony will be held at the La Crosse Center.</p> <p>Your diploma will be mailed to your HOME address. Please verify/update that information as needed.</p> <p>Please verify/update your personal email address in WINGS.</p> <p>**Please be aware your UW-La Crosse Net ID will be deleted after mid-term of the semester following your graduation. This will remove your access to WINGS, email account, personal files (U:\ drive), D2L access, and other resources accessed with your Net ID account. You will receive notice of the pending deletion two to four weeks prior to the process. You must transition to a personal email address for job and graduate school applications. Please download a copy of your unofficial transcript for your personal use after your degree has been posted. Also make note of your major GPA (from your Advisement Report) as this may be requested when applying for graduate school.</p> <p>Your legal name will be printed on your diploma and in the Commencement program. If you wish it to appear differently, please go to the Personal Information area of the Student Center and click on the Names link. Click the "Add a New Name" button. Choose the name type of Degree Name. Enter the name as you wish it to appear on your diploma. Click Save. Please submit this change at least a month before Commencement if you want that name reflected in the Commencement program. International students and any other students intending to work or study in another country must use their legal name (as it appears on the transcript/VISA) to avoid complications with proof of degree.</p>

Select Different Program

Continue

8. Read the information and then click Continue. On the next screen, click Submit Application.
9. The following message should appear, and you are done.

Submit Confirmation

 You have successfully applied for graduation.

10. If you aren't sure if you applied already, from your Student Center, click the My Academics link in the Academics section. Then click the View my graduation status link. The term and program you applied to graduate in will appear.

Search
Plan
Enroll
My Academics

Graduation Status

Program: College of Arts, Soc Sci & Hum

UW-La Crosse | Undergraduate

Degree: Bachelor of Arts Major: Psychology BA Course of Study: CASSH BA Degree Prog Opt-Lang Minor: Criminal Justice Minor Minor: Sociology Minor	Status: Applied for Graduation Expected Graduation Term: Spring 2021
--	--

Tip: Student should have earned 90 credits before they apply. You can apply up to one year before your expected graduation term. The latest you should apply is mid-term of the semester in which you intend to graduate. If you wait until after that to apply, your name may not be included in the Commencement program.

View Your Holds and To Do List

HOLDS

The **Holds** section displays restrictions that have been put on your record. These restrictions sometimes block university services (such as registration and official transcripts) until the hold is resolved. If you have a hold, a **details** link will appear.

1. On your WINGS Student Center Homepage, the **Holds** and the **To Do List** sections are listed in the right-hand column.

The screenshot shows the WINGS Student Center Homepage. On the left, there is a navigation menu with links for Search, Plan, Enroll, My Academics, and Schedule Planner. Below the menu is a search box with the text "other academic..." and a search button. The main content area is titled "Academics" and features a "Fall 2020 Schedule" table. The table has two columns: "Class" and "Schedule". The classes listed are:

Class	Schedule
ANT 362-01 LEC (4782)	MoWe 2:15PM - 3:40PM Wimberly 211
FIN 370-413 LEC (3581)	TuTh 11:00AM - 12:25PM Internet
FIN 380-413 LEC (4959)	Mo 6:00PM - 8:45PM Internet
MGT 308-415 LEC (1760)	TuTh 12:40PM - 2:05PM Internet
MGT 393-414 LEC (1765)	MoWe 3:55PM - 5:20PM Internet

Below the table are links for "Weekly Schedule" and "enrollment shopping cart". On the right side of the page, there is a sidebar with a search box for classes and several sections: "Holds" (listing Advising-Block Enrollment and Cashiers-Balance Due Severe with a "Details" link), "To Do List" (listing Selected for Verification 2021 and Terms & Conditions with a "More" link), "Enrollment Dates", and "Shopping Cart Appointment".

2. Click on **details** find out more about the hold. Restrictions can be for a variety of reasons. The most common ones are advising holds and financial obligations. These restrictions may prevent you from registering or from obtaining an official transcript until you have cleared them up.

This is a close-up view of the "Holds" section in the sidebar. It shows a search box for classes at the top. Below it is the "Holds" section, which lists "Advising-Block Enrollment" and "Cashiers-Balance Due Severe". A "Details" link with a right-pointing arrow is highlighted with a yellow circle. Below the "Holds" section is the "To Do List" section.

The details page displays basic information about the hold, including the day it was put on and the department or office that put on the hold.

Your Holds

The following is a list of current Holds on your records. To filter your list of Holds, change the options on the following and select the Go button.

View your Holds by

Institution	<input type="text"/>	▼
Term	<input type="text"/>	▼
Department	<input type="text"/>	▼

Item List

Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
Advising-Block Enrollment		USD	UW-La Crosse	2021 Spring		08/27/2020		UW - La Crosse
Cashiers-Balance Due Severe		USD	UW-La Crosse	2020 Summer		06/15/2020		Budget & Finance

3. Click on the name of the hold for instructions on how to get it removed.

Your Holds

Hold Item

Stryker Eagle

Advising-Block Enrollment

Reason and Contact

Description UW-La Crosse

Start Term 2021 Spring

Start Date 08/27/2020

Reason Advising Required

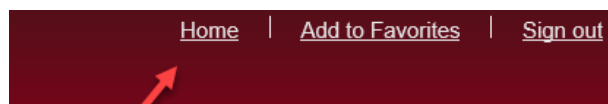
Department UW - La Crosse

Contact

Instructions

Academic advising is required. Contact your academic advisor for an appointment.

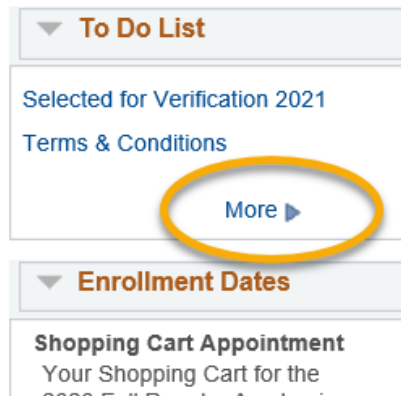
4. Return to your homepage by clicking the "Home" button at the top right of the screen.



TO DO LIST (also called CHECKLIST)

Your To Do List tracks actions you need to take to complete as part of your admission to UWL, financial obligations, and actions needed to qualify for financial aid. Failure to complete certain tasks can result in a hold being placed on your account until that task is completed.

5. Click on "**more**" to see more details.



6. Note the due date for when the task must be completed.

To Do List

The following list is your current To Do items. To sort or filter your To Do items, change the options and select the Go button.

View your To Do Items by

Due Date

Institution

Function

To Do Item	Due Date	Status	Institution	Administrative Function
Selected for Verification 2021	01/18/2020	Initiated	UW-La Crosse	Financial Aid
Terms & Conditions	08/26/2020	Initiated	UW-La Crosse	General

7. Click on the name of the **To Do** Item to find out what you have to do to complete the task. There will be a contact person to whom you should submit your paperwork or proof that you have completed the task.

To Do Item Detail

Stryker Eagle

Selected for Verification 2021

Aid Year 2021

Contact

UW-La Crosse

Administrative Function Financial Aid

Due Date 01/18/2020

Financial Aid Office

ESTEST@uwlax.edu

Description

You've been selected for verification. Please go out to [VerifymyFAFSA](#) and create an account to see the tasks that you still need to complete. Once these tasks are completed (be sure you're clicking SUBMIT & FINISH), the Financial Aid staff will review the documents. You'll receive an email to your campus email when your award has been posted to WINGS.

Return

8. If you have already completed the task, contact that person or office and let them know it is completed.

Obtain an Enrollment Verification

1. Go to the **Enrollment Resources** section of your Student Center. You can find this section on the right-hand side, toward the bottom.

The screenshot shows a student center dashboard with several sections. On the right-hand side, the 'Enrollment Resources' section is highlighted with a yellow circle. The dashboard includes sections for Finances, My Account, Financial Aid, Student Choice Refund, Personal Information, Admissions, Advisor, Financial Resources, and Other Resources. The 'Enrollment Resources' section contains links for Enrollment Verification, Official Transcript, and WINGS Student Center Help. The 'Financial Resources' section contains links for Tuition Billing Information, Tuition Fee and Refund Info, and 1098T Tax Forms. The 'Other Resources' section contains a link for WI Voter Verification "pop-up" Search for Scholarships. The 'Personal Information' section contains links for Demographic Data, Emergency Contact Names, and User Preferences. The 'Contact Information' section contains links for Home Address, Local Address, and Home Phone. The 'My Account' section contains a message: "You have no outstanding charges at this time." The 'Advisor' section contains the names Heather Linville and Lynette Lo. The 'Financial Resources' section contains the date on July 27, 2020. The 'Enrollment Resources' section contains the date on July 27, 2020.

2. Click on **Enrollment Verification**.
3. On the next screen, under **Obtain an enrollment certificate**, select either current enrollment, all enrollment, or advanced enrollment.
 - a. **Current enrollment** will print your enrollment status for the current term only. This can only be obtained after the term has started.
 - b. **All enrollment** will print the status of all your terms of enrollment since you first started at UWL. If all enrollment is requested before the first day of class, it will not include that term.
 - c. **Advanced registration** is verification of your full time/part time status in a future semester **before** the start of that semester. If the term has already started, select one of the other two options. Advanced registration can only be obtained in the two weeks prior to the start of the semester.

Tip: If you need a good student discount certificate, you may click on **Obtain a Good Student Discount Certificate** under the next bullet point instead.

Important Information : Important Information: Please be advised there may be delays or disruptions in processing transcript requests by institutions closed due to the Coronavirus. Please check the school's website for closure information.

Welcome. This service is offered by the National Student Clearinghouse in cooperation with UNIVERSITY OF WISCONSIN - LA CROSSE.

IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records.

Please select from the following options:

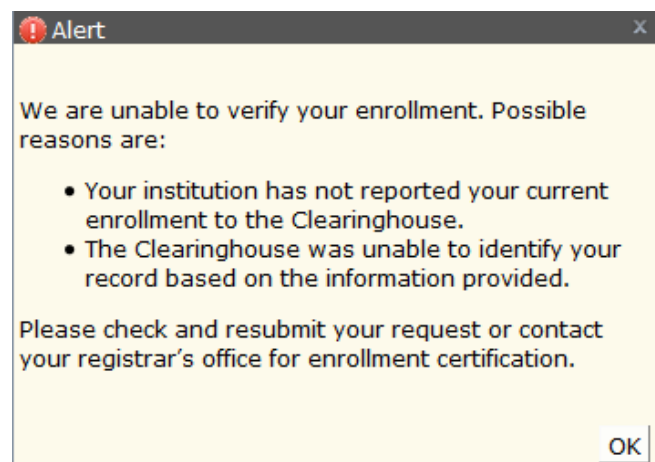
- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.
 Current enrollment All enrollment Advanced registration
- [Obtain a Good Student Discount Certificate](#) to print and mail to an auto insurer or other company that requests proof of my status as a Good Student for the current term.
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.

- [View exclusive offers for college students](#)

4. Click on the **Obtain an enrollment certificate** link.
5. A new window or tab should pop up with a certificate you can print. The certificate will contain the school seal. It will list whether you were full-time or part-time for the term.

Tip: If you don't see the certificate, you may have a pop-up blocker on your internet browser. Go to settings and turn it off and then try again.

6. If you receive the following message and you need an enrollment or registration certificate, please contact the Records and Registration office.



View Textbooks for Classes

Undergraduate students can start checking out their textbooks two weeks before the first day of class for Fall/Spring semester or the first day of final exams for the semester before the Winter/Summer term.

- You do not need to bring the textbook list with you to Textbook Rental. They will provide the list to you. You will need to bring your Student ID card.
- Additional materials may be required to be purchased for the class. These materials can be purchased through the University Bookstore.

Graduate students must purchase their books and can do so through the University Bookstore.

A. Looking up textbooks on each class individually. The full textbook list is not available in WINGS until the first day of class. Before then, you must follow these steps to see the assigned textbooks.

1. If the class is in your schedule, pull up your class schedule in list format for the correct term.
 - i. Click on the blue link for the class section. For classes with lectures & labs, the textbook is normally on the lecture section.

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | Swap | Term Information

My Class Schedule

Select Display Option List View Weekly Calendar View

Fall 2020 | Undergraduate | UW-La Crosse
View Exam Schedule

▼ Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes
Filter

CHM 103 - General Chemistry I

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	5.00	Graded		GE05-1; Natural Laboratory Science (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1231	21L	Lab Studio	We 2:15PM - 5:20PM	Prairie Springs 2005	Amanda Spiewak	09/08/2020 - 12/16/2020
1208	420	Lecture	MoWeFr 8:50AM - 9:45AM	Internet	Curtis Czerwinski	09/08/2020 - 12/16/2020

- ii. Click on the **View Books to Buy** link in the **Class Details** section, under Class Components. If there is no **View Books to Buy** link, the class does not have books assigned yet. **Tip:** Required books are sometimes added after registration has already start. Be sure to check your class for a book list two weeks before the next term starts.

Class Detail

CHM 103 - 420 General Chemistry I
UW-La Crosse | 2020 Fall | Lecture

Class Details

Status	Open ●	Career	Undergraduate
Class Number	1208	Dates	9/8/2020 - 12/16/2020
Session	Regular Academic Session	Grading	Graded
Units	5 units	Location	La Crosse
Instruction Mode	Online Synchronous	Campus	La Crosse
Class Components	Discussion Required, Laboratory/Studio Required, Lecture Required		

[View Books to Buy](#)

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:50AM - 9:45AM	Internet	Curtis Czerwinski	09/08/2020 - 12/16/2020

- iii. A new window will pop up with the list of books for that course or a message about what material is needed.

2. If you haven't registered for the class yet, go to the **Search for Classes** button on your WINGS Student Center and search for the class

Schedule

PM -

prings 2005

8:50AM -

Search for Classes

▼ Holds

No Holds.

▼ To Do List

- i. Find the correct section. Not all sections of the same class will always have the same books.
- ii. Click on **View Books to Buy** under your section in the results. If there is no **View Books to Buy** link, there are no books for that class yet. **Tip:** Required books are sometimes added after registration has already start. Be sure to check your class for a book list two weeks before the next term starts.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1466	09-LEC Regular	TuTh 2:15PM - 3:40PM	Centennial 3101	Merideth Garcia	09/08/2020 - 12/16/2020	▲	Select
Class Notes			Topic: Transformative Works				
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1467	10-LEC Regular	MoWe 2:15PM - 3:40PM	Cowley 140	Bradley Butterfield	09/08/2020 - 12/16/2020	▲	Select
Class Notes		View Books to Buy	Topic: Trouble in Utopia				
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
5190	12-LEC Regular	MoWeFr 1:10PM - 2:05PM	Wimberly 217	Kate Errthum	09/08/2020 - 12/16/2020	▲	Select
Class Notes			Topic: Identity & Belonging				

B. View complete Textbook List in WINGS after the term has started

1. In the **Academics** section of your Student Center, select **Textbook List** from the drop-down menu. Click the arrow button.

The screenshot shows the 'Academics' section of a student center. On the left, there is a navigation menu with links: Search, Plan, Enroll, My Academics, and Schedule Planner. Below this is a search box containing 'other academic...' and a dropdown menu. The dropdown menu is open, showing a list of options: Academic Planner, Advisement Report -AR, Apply for Graduation, Class Schedule, Course History, Enrollment: Add, Enrollment: Drop, Enrollment: Swap, Exam Schedule, Grades, Student Milestones, Test Score Results, **Textbook List** (highlighted in yellow), and Transcript: View Unofficial. A red arrow points to the 'Textbook List' option. To the right of the search box, there are buttons for 'Deadlines' and 'URL'. Below these is a section titled 'This Week's Schedule' with a table of classes and their schedules. At the bottom right, there are links for 'Weekly Schedule' and 'Enrollment Shopping Cart'.

This Week's Schedule		
	Class	Schedule
	CHM 104-201 LEC (1138)	MoTuWeTh 8:00AM - 9:35AM Wimberly 141
	CHM 104-20D DIS (1139)	MoWe 9:45AM - 10:45AM Wimberly 141
	CHM 104-21L LAB (1140)	TuTh 10:00AM - 1:00PM Prairie Springs 2017

- The textbook list for the **current** term will appear.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Student Textbooks

Textbooks Find First 1 of 1 Last

Semester Summer 2020 08/25/2020

If a class is dropped within the first week of classes, a student is required to return their textbook within 24 hours.

Personalize Find First 1-2 of 2 Last

	Title	Course
1	J606 -TERM 2214- CHEMISTRY	CHM 104 201
2	MORE COURSE MATERIAL(S) IN UNIVERSITY BOOKSTORE	CHM 104 201

Print This Page

- The list can be downloaded by clicking the **Print this Page** button to print. If you don't have a printer, you may also get the book list from Textbook Rental Services.

Return policy: if a class is dropped within the first week of class, students must return the textbooks for that class within 24 hours. Textbooks not returned by the close of business the following business day will be fined a processing fee. If a class is dropped after the first 5 class days, students must return the books to Textbook Rental by the last day of finals, or they will incur a processing fee.

WI Voter ID Verification

1. As a UWL student who would like to participate in elections in WI, you will need to provide **proof of residency**. One document that meets residency requirements for voter registration is the student **Voter ID Enrollment Verification**.
2. First, go to the **Personal Information** section of your Student Center and review your addresses. You must have a Local or Campus address in La Crosse to vote.
 - a. If you see an address marked **Campus** address, that address will print on the ID automatically. You don't need to update anything
 - b. If you don't have a campus address, update your **Local** address to reflect where you live in La Crosse. Your Local address can be the address of your residence hall if it is not already listed as your **Campus** address.
 - c. You do not need to update your Home address.

▼ **Personal Information**

Demographic Data
Emergency Contact
Names
User Preferences

other personal... ▼

- Addresses
- Email Addresses
- Phone Numbers
- Privacy Settings

Contact Information

Home Address 1725 State St La Crosse, WI 54601-3742 La Crosse	Local Address 509 La Crosse St Apt 4 La Crosse, WI 54601 La Crosse
Home Phone 608/643-3781	UW-L E-mail ESTEST@uwlax.edu

3. After making sure your Local address is your college address, go to the **Other Resources** section on the right hand side of your Student Center.

Enrollment Resources

- Enrollment Verification
- Official Transcript
- WINGS Student Center Help

Other Resources

- WI Voter Verification *pop-up* Search for Scholarships

Local Address
509 La Crosse St Apt 4
La Crosse, WI 54601
La Crosse
ESTEST@uwlax.edu

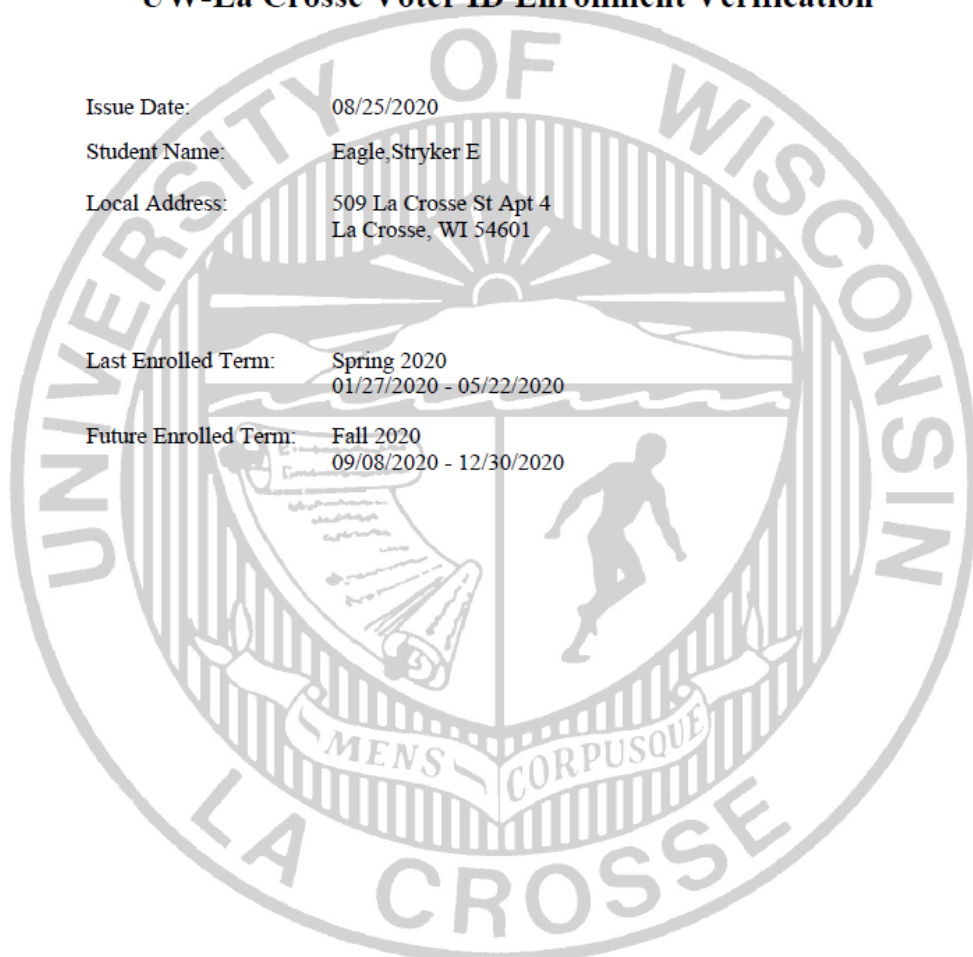
4. Click on **WI Voter Verification**.

5. A new window or tab should pop up with the document, which will look like the below sample. If no form appears, you may have a popup blocker on your internet browser. Go to the settings in your browser and take off the pop-up blocker. Then try again.
6. Print the form out and take it with you to vote.

UNIVERSITY of WISCONSIN
LA CROSSE

UW-La Crosse Voter ID Enrollment Verification

Issue Date: 08/25/2020
Student Name: Eagle, Stryker E
Local Address: 509 La Crosse St Apt 4
La Crosse, WI 54601
Last Enrolled Term: Spring 2020
01/27/2020 - 05/22/2020
Future Enrolled Term: Fall 2020
09/08/2020 - 12/30/2020



The information above is taken directly from the University of Wisconsin-La Crosse WINGS Student Information System as it existed on the issuance date above. By producing and submitting this form, the student whose name appears above accepts responsibility for the accuracy of self-reported address information.

Office of Records and Registration
University of Wisconsin-La Crosse, 117 Graff Main Hall, 1725 State Street, La Crosse, WI 54601
Phone: (608) 785-8576, Fax: (608) 785-6695, <http://www.uwlax.edu>
An affirmative action/equal opportunity employer

More details about how UWL students can vote in Wisconsin can be found in the Library's Voting Resources: <https://libguides.uwlax.edu/voting/how-to>