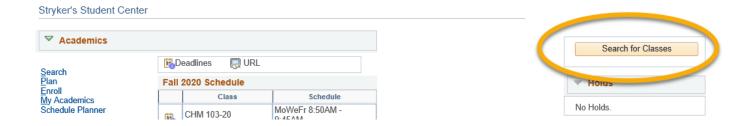
Search for Classes/Using the Shopping Cart in Your WINGS Student Center

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.

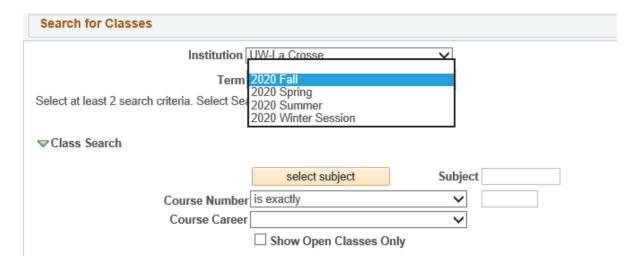


- 2. On the next page, note that the **Search** and **Search for Classes** tabs are selected.
 - a. Also, note the other tabs for future reference. You can use them when managing your Shopping Cart and planning your courses (Plan); enrolling, dropping, and swapping classes (Enroll); and looking at other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

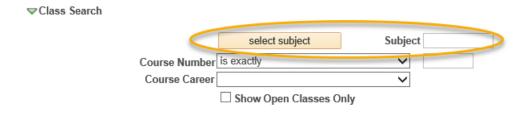


3. The search defaults to display just one term. In order to search another term, click the drop-down list, and select the term you would like to search.

Enter Search Criteria



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.



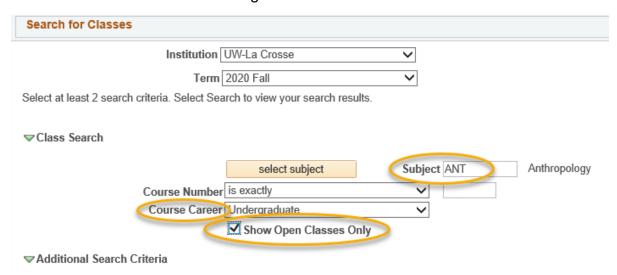
- 5. In the A-Z list, click the first letter of the subject you would like to search.
- 6. Click the **Select** link next to the subject you would like to search. Do not select a subject without a description; those are prefixes that are no longer active.

Enter Search Criteria



- 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.



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

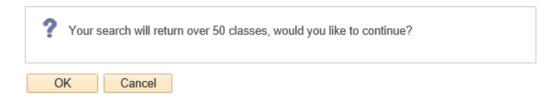
Meeting Start Time | greater than or equal to Meeting End Time less than or equal to Days of Week include only these days □ Wed ☐ Fri ☐ Sun ☐ Mon ☐ Tues ☐ Thurs ☐ Sat begins with Instructor Last Name Class Nbr ? Course Keyword Minimum Units greater than or equal to less than or equal to Maximum Units v Course Component ~ Session ~ Mode of Instruction Location Requirement Designation Course Attribute Course Attribute Value Clear Search

- 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.
 - 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.

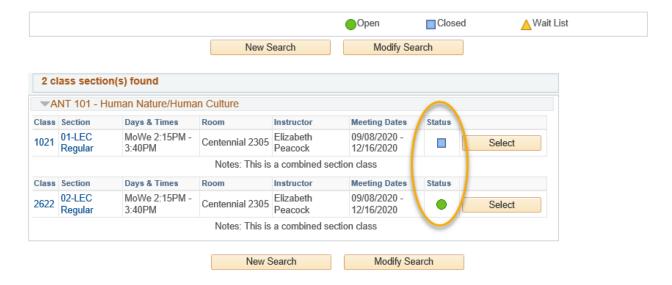
d. Mode of Instruction -

- 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.



- 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**.

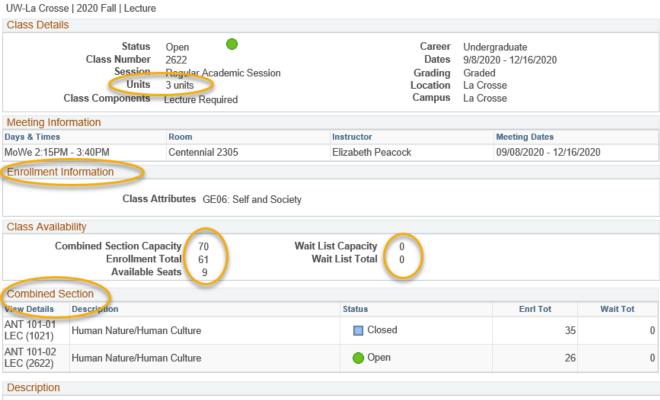


- 18. If you clicked the course's blue link, the **Class Detail** page will appear. Review the information to learn more about the class. Some info included is number of credits (units), class capacity, available seats left, wait list information, enrollment requirements (prerequisites), and the course description.
 - a. 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.
 - b. Class Attributes are often the general education category that the course satisfied.
 - c. 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



norms, religious beliefs, and linguistic diversity.

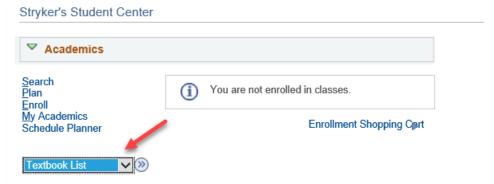


This course provides an overview of the four subfields of anthropology: physical anthropology, archaeology, cultural anthropology, and linguistic anthropology. The course will focus on how anthropologists seek to understand what it means to be human by examining how people are biologically, culturally, 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

- 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.



- 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.

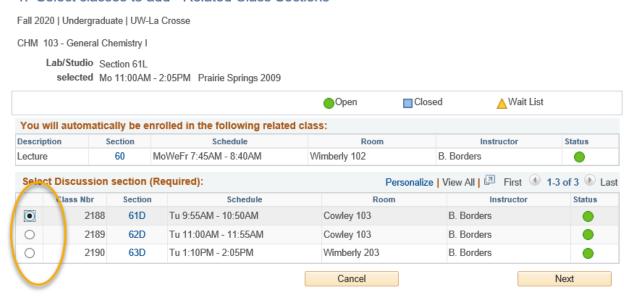


21. To add a class to your Shopping Cart, click on the Select Class button.

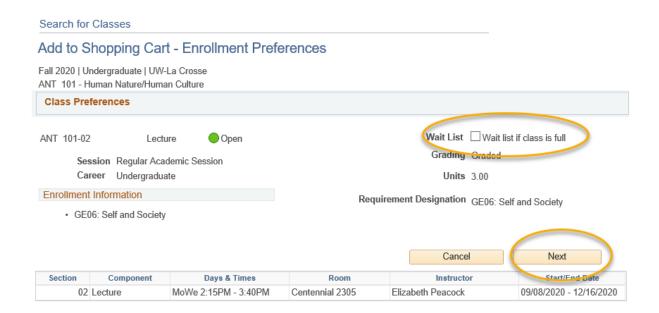
IMPORTANT: putting a class in your shopping cart **does** <u>not</u> reserve you a seat in the class. There are additional steps to registration after the courses are added to your cart. The additional steps to registration can only be completed once your registration appointment starts. There are separate 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.

Select classes to add - Related Class Sections

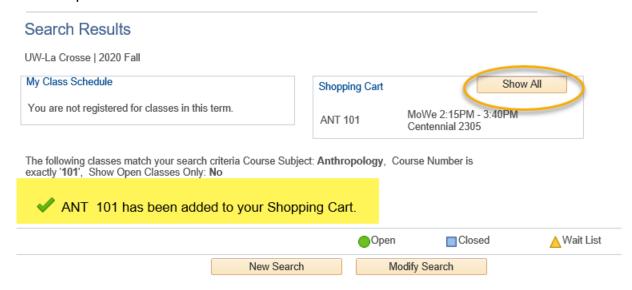


b. If the class is full, you can add yourself to a wait list on the **Enrollment Preferences** screen by clicking Wait list if class is full when registering. If the class is already in your shopping cart but you didn't check the wait list box, you will have to drop it out of your cart and put it back 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.



- 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



- c. Remember, adding a course to your Shopping Cart is <u>not</u> the same thing as registering for the course. This is only the <u>first step</u>. You will not be able to finish registering until your enrollment appointment starts. There are separate directions on how to finish registering.
- 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.

