

Helpful WINGS Registration Tips



- 1. Your enrollment date and time for fall can be found by clicking on the 'Details' link under 'Enrollment Dates' on the right-hand panel of your Student Center page. You will have to change the term to fall 2009. Your registration date and time will be located in the 'Regular Academic Session' row. (See page 18 of the WINGS Student Manual).**
2. After you have paid your \$100 enrollment deposit, you will have to wait up to 15 minutes for the exchange to take effect. You will not be able to register until the deposit is successful.
3. Searching for online courses:
*In your Search for Classes section of Student Center, click on the 'Additional Search Criteria' link. From the 'Mode of Instruction' drop-down menu, select 'On-line.' (See page 14 of the WINGS Student Manual).
4. Searching for MTH (Math) courses:
* If you are searching for a MTH course, be sure to uncheck the box in the Search Criteria list that says "Show Open Classes Only." Seats in many MTH courses are opened and closed each week. By unchecking the box, you'll see all classes where seats may or may not come open at a later date. Check out the Math Department Registration Notes for more information:
<http://www.uwlax.edu/mathematics/dept/RegistrationInfo.htm>
5. Searching for courses:
*After you have been brought to your Search Results list, make sure that you are clicking the 'View All Sections' link located at the top of the list. There are several pages of search results that may not be shown if you do not click this link. (See page 15 of the WINGS Student Manual).
6. **Utilize the Shopping Cart function!** It will make the registration process quicker and easier. Although the shopping cart does not save a seat for you, it will definitely expedite the process on registration day!



7. Courses for which grades of “C” or better or “Incomplete” have been recorded may not be repeated.

8. **When you actually enroll on your registration date:**

*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 the confirmation list. (See page 22 of the WINGS Student Manual).

*A green check mark  in the Status field on step 3 of your enrollment process indicates that you have successfully enrolled in a course. A red  indicates that you have not successfully enrolled in a course. Check the Message box for an error message that indicates what the problem is. After you have registered, be sure to view your schedule and confirm that all of your desired classes have been successfully added. (See page 24 of the WINGS Student Manual).

9. Beginning this summer, any course prefix that had a dash in it was changed to a prefix without a dash. There are 9 subjects that had this change. When searching for classes to add to your shopping cart, be sure to use the new prefixes. (See page 13 of the WINGS Student Manual).

10. How Courses Apply:

*Use your SNAP report to help you determine how courses being offered for fall will apply to your major/program. If you see a new course listed for fall registration that is not listed as being applicable to your major, be sure to check with your advisor or with your department chair to see if the course will apply to the major.

11. Please note that you cannot use your WINGS Student Center to register for courses that require special permission from the instructor, department chair and/or dean. Permission needs to be obtained on override forms that are available in department offices. Bring your approved override forms to the Office of Records and Registration, room 117 Graff Main Hall, in order to register for the “override” course(s).