

# Effective Strategies for Working with Youth

April 20-May 15, 2018

## CHE 475 section 702 – 1 undergraduate credit

### UWL Student Academic Credit Registration Form

- Print and complete the credit course registration form below

**\*\*\*CHE 475 section 702 is based on full campus tuition. The tuition will be charged to your student account after you are enrolled. Tuition plateau applies. Contact Briana Meuer at [bmeuer@uwlax.edu](mailto:bmeuer@uwlax.edu) for more information\*\*\***

**\*\*\*DEADLINE\*\*\* UW-La Crosse credit course registration form must be received no later than April 20<sup>th</sup>, 2018.**

First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### Return this form to:

**ATTN: Briana Meuer  
Continuing Education  
220B Morris Hall  
1725 State Street  
La Crosse, WI 54601.**

**Or email to: [bmeuer@uwlax.edu](mailto:bmeuer@uwlax.edu)**

Last date to withdraw from course is Thursday, April 26<sup>th</sup>. You must contact Briana Meuer at [bmeuer@uwlax.edu](mailto:bmeuer@uwlax.edu) and the instructor to initiate the withdrawal. Failure to do so may result in the inability to withdraw, resulting in a 'F' grade. Only withdrawals initiated before the deadline date of April 26<sup>th</sup> will be eligible for a 100% refund.

## Making a Credit/Debit Card or Electronic Check Payment:

1. Go to UW-L Webpage: <http://www2.uwlax.edu/>
2. In drop down box on the UW-L homepage, select Wings. You are now on the WINGS log-in page
3. Follow the instructions below to log into WINGS and make a payment
  - **Enrolling at UW-L for the first time?**  
Your WINGS Student Center username (UW-L Student ID Number) and password was sent to the **e-mail address listed on your UW-L admission application.**
    - Change your WINGS password to something you will remember by following the left menu link **“Change My Password”** once you are logged into WINGS, or go to: <https://secure.uwlax.edu/wingspassword/> .
  - **Returning UW-L student?**  
Your WINGS Student Center username (UW-L student ID Number) and password was sent to you at the time of your first admission.
    - Click on the following link to obtain your UWL Student ID Number: <https://secure.uwlax.edu/studentid/>
    - Once you have your UW-L student ID number, you will find password assistance here: <https://secure.uwlax.edu/password/> -choose the Recover Your Password option and follow the instructions.

The WINGS page is divided into two blocks. In the Upper Left Corner is the small MENU. On the Right side of page are two columns that consist of your STUDENT CENTER. Look here for the column labelled: Finances.

You now have three options: Make a Deposit/Payment, View my Bill or Grant Access to View/Pay Bill. Click on the Make a Deposit/Payment link; you are at the CashNet homepage (processing center for all La Crosse payments).

**Make a Deposit/Payment:** Click the **“Make Payment”** on the top of the screen. This will take you to the Electronic Payments Screen. **You may not have a current balance listed, but should enter the specific amount and complete the payment process to avoid any late fees.** On the Right Hand side of screen: Click **“Pay Student Bill”** in the categories box. In the middle of the next screen, **“Amount to Pay”** will appear with a blank box. There type the **TOTAL** for the class, **DEPOSIT** or **OTHER**. Enter the correct amount and select **“Add to Items to Pay”**. On the next screen select **“checkout”** to do so. Select payment format: credit/debit card or an electronic check. Select your option; CashNet will take you through the payment process. You will receive a confirmation email with transaction receipt if your payment is successfully processed.

### Accessing Grade Reports

Access grade reports and order transcripts through [WINGS](#) Student Center using a valid UW-L username and password. There is no expiration time to access grades as long as you have a valid UW-L username and password.

- Locate the “Academics” tab at top of screen and click on the drop down menu.
- Locate “Other Academic” and select the “Grades” option
- Click the blue circle icon to open the next page
- Choose the semester that you want, click Continue, and your grades will be displayed

In the same dropdown menu you will find links to:

- View an unofficial transcript
- Order an official transcript

For assistance contact: Briana Meuer, Continuing Education, 608.785.6513.

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