

# TRANSFER CHECKLIST

You are responsible for registering yourself for courses using WINGS at: <https://wings.uwlax.edu>. WINGS tutorials are available online at [www.uwlax.edu/wings](http://www.uwlax.edu/wings) to help familiarize you with the system. (Shortly after you applied for admission you received an email that included WINGS login instructions. Call the Eagle Help Desk 608-785-8774 with any questions about accessing WINGS.)

**Register as close to your assigned time as possible as courses fill quickly.**

Your registration appointment will be listed on the right-hand side of your Student Center in WINGS in the “Enrollment Dates” section. It will be labeled “Enrollment Appointment.” This day and time is the earliest you are able to register for courses. If there is an appointment labeled “Shopping Cart Appointment,” that means you may start building your schedule and marking the courses to use when registering at your later registration appointment. Enrollment appointments are assigned based on the number of credits earned, including courses taken elsewhere for which UWL has awarded you credit in WINGS.

**NOTE: If you are enrolling for summer courses, your fall term registration date will be assigned the day after you register for summer courses. Click on “Details” under the “Enrollment Dates” section and choose the fall term to view your fall registration date.**

## ✓ THINGS TO DO BEFORE REGISTRATION

### ☐ FINAL TRANSCRIPTS

Check the “To Do List” in your WINGS student center. If there is an outstanding final transcript, an official copy must be received in our office by July 1, 2023. Please check to make sure that college transcripts include the following:

- Final grades for all spring 2023 courses
- AA degree posted (if one was earned)

Ensure that you have officially withdrawn from your current institution and that there are no courses in progress on your transcript for the Fall 2023 semester.

**NOTE: If you are taking a summer course at an institution other than UWL, we must still receive an official transcript with spring term grades by July 1, 2023, and we must receive an official final transcript with summer grades by August 28, 2023.**

### ☐ TRANSFER CREDIT REPORT & ADVISING

As a second degree student, you will not receive a transfer credit evaluation. You will need to consult with the Dean’s Office for the College to which you are assigned (see letter of admission) to determine which courses you need to complete your second undergraduate degree. If you have any questions about your academic requirements, please consult the Dean’s Office of your College listed below.

Dean’s Office		Phone	Campus Location
CBA	College of Business Administration	608-785-8090	1205 Wittich Hall
CASSH	College of Arts, Social Sciences, and Humanities	608-785-8113	138 Wimberly Hall
CSH	College of Science & Health	608-785-8218	105 Graff Main Hall
SOE	School of Education	608-785-8134	235 Morris Hall

### ☐ CLASS TIMETABLE & COURSE CATALOG

The class timetable and course catalog are available in the “Current Students” link at the top of the UWL homepage or by logging into your WINGS Student Center.

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## ✓ ADDITIONAL THINGS TO DO

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### ☐ OFF CAMPUS HOUSING

If you would like to explore off-campus housing options, feel free to use the following resources:

**Off-Campus Housing Resources:** [www.uwlax.edu/student-association/off-campus-housing](http://www.uwlax.edu/student-association/off-campus-housing)

**Off-Campus Housing FAQ's:** [www.uwlax.edu/it-makes-cents/affording-college/#tab-off-campus-housing](http://www.uwlax.edu/it-makes-cents/affording-college/#tab-off-campus-housing)

### ☐ STUDENT ID CARD

Upload your photo ahead of time on the GET Mobile App or email your photo to [uwlcardoffice@uwlax.edu](mailto:uwlcardoffice@uwlax.edu). Please refer to the "ID Photo Upload Instructions and Requirements" found here: [www.uwlax.edu/university-centers/services/eagle-id/](http://www.uwlax.edu/university-centers/services/eagle-id/). Visit the Card Office in the Student Union to pick up your Student ID card at your convenience.

### ☐ TEXTBOOK RENTAL

Textbook Rental is located on the lower level of the Student Union. Textbook rental hours are listed at [www.uwlax.edu/textbook-rental/hours](http://www.uwlax.edu/textbook-rental/hours). You will need your student ID card to obtain your list of required books for the classes you have registered for. You cannot check out textbooks without a valid UWL ID. No one else can check out your textbooks for you. Only the student may check out their textbooks. Be sure to watch your UWL email for updates from Textbook Rental regarding checkout procedures. For more information, contact Textbook Rental at [textbook@uwlax.edu](mailto:textbook@uwlax.edu).

### ☐ PARKING PERMITS

To purchase a parking permit, please go to [www.uwlax.edu/parking](http://www.uwlax.edu/parking) or visit Parking Services at the parking ramp. The office is at the corner of Farwell Street and 17<sup>th</sup> Street North. Permits are available on a first-come, first-serve basis. Sales begin in July based on earned credit hours. For more information, contact the Parking Services at 608-785-8061 or [parking@uwlax.edu](mailto:parking@uwlax.edu).

### ☐ CANCELING ADMISSION

If you decide to cancel your admission, please email [admissions@uwlax.edu](mailto:admissions@uwlax.edu). Include your full name and student ID number.