

# 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.

## ✓ THINGS TO DO BEFORE REGISTRATION

### ☐ SIGN UP FOR TREK

TREK is a one-day program designed to provide a successful transition for new incoming transfer students to UWL. All admitted transfer students are invited to attend TREK on either May 24<sup>th</sup> or August 23<sup>rd</sup>, 2024. Event registration can be accessed here: [https://uwlax.my.salesforce-sites.com/events/targetX\\_eventsb\\_events#/esr?eid=a1RHu00000O6oWrMAJ](https://uwlax.my.salesforce-sites.com/events/targetX_eventsb_events#/esr?eid=a1RHu00000O6oWrMAJ)

### ☐ PLACEMENT TESTING

Eligibility to enroll in an English and/or mathematics course is determined by your scores and/or completion of certain college level coursework. For the most up-to-date placement testing information, please visit [www.uwlax.edu/admissions/admitted-transfer-student-next-steps/#tm-placement-testing](http://www.uwlax.edu/admissions/admitted-transfer-student-next-steps/#tm-placement-testing).

### ☐ 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<sup>st</sup>, 2024**. For transcripts to be considered official, they must be sent directly from your previous institution to UWL by a secure document delivery service such as Parchment. We do not accept emailed copies of transcripts as official. Please check to make sure that college transcripts include the following:

- Final grades for all spring 2024 courses
- AA/AS degree posted (if one was earned)

NOTE: If you are planning on maintaining enrollment in one or more courses at another institution, please inform both the Admissions Office and your program/faculty advisor. You will be required to submit a final transcript to the Records and Registrar's Office upon completion of the concurrent courses.

### ☐ ADVANCED PLACEMENT/IB/CLEP CREDIT

If you have taken Advanced Placement (AP) or CLEP exams, please contact The College Board at 888-225-5427 to request that official scores be sent to our office for an evaluation.

If you have taken International Baccalaureate (IB) exams, please refer to [www.ibo.org](http://www.ibo.org) to request official scores. You can review our credit by exam policy at [www.uwlax.edu/admissions/ap-ib-clep-credit](http://www.uwlax.edu/admissions/ap-ib-clep-credit).

### ☐ TRANSFER CREDIT REPORT

This report provides a listing of all transfer courses accepted from your previous institution(s) and the UWL equivalent (if one exists). This report can be found by selecting “Transfer Credit: Report” from the drop-down menu under the “Academics” section of your WINGS Student Center.

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## ☐ ADVISEMENT REPORT & ADVISING

The Advisement Report (AR) in your WINGS Student Center is an important advising tool. The report identifies requirements (university, general education, and major/minor) that have been satisfied and those that are not satisfied. Transfer courses approved to satisfy specific requirements will not satisfy the section in the AR until a transcript with the final grade is submitted.

To view your "Advisement Report," find the drop down menu under the "Academics" section of your WINGS Student Center, select "Advisement Report - AR" and click ">>."

Use your AR to ensure that you are taking the courses you need for graduation. Any questions about your AR, or other advising concerns in general, should be directed to the Dean's Office of your College.

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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### ☐ HOUSING

On-campus housing for new transfer students has reached capacity and is no longer available. 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 FAQs:** [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. You will have an opportunity during the TREK event to obtain your ID card as well.

### ☐ 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). The Bookstore will also be available during your TREK event.

### ☐ PARKING PERMITS

A limited number of parking permits may be available on a first-come, first-served basis for transfer students. 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.