REGISTRATION CHECKLIST

You are responsible for registering yourself for courses through WINGS at: https://wings.uwlax.edu. WINGS tutorials are available online at 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 date will be listed on the right-hand side of your Student Center in WINGS in the “Enrollment Dates” section. This date is the earliest you are able to register for courses.

NOTE: If you applied for winter (J-Term), your spring term registration date will not be assigned until the day after you register for a winter (J-Term) course. Click on “details” under the “Enrollment Dates” section and choose the spring term to view your spring registration date.

THINGS TO DO BEFORE REGISTRATION

☐ PLACEMENT TESTING
Your 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: https://www.uwlax.edu/admissions/admitted-transfer-student-next-steps. Click on the “Placement Testing” tab.

☐ 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 January 5, 2022. Please check to make sure that college transcripts include the following:

- Final grades for all fall 2021 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Ensure that you have officially withdrawn from your current institution and that there are no courses in progress on your transcript for the spring 2022 term.

NOTE: If you are taking a winter (J-Term) course at an institution other than UWL, we must still receive an official transcript with fall term grades by January 5, 2022, and we must receive an official final transcript with winter (J-Term) grades by February 1, 2022.

☐ ADVANCED PLACEMENT/IB/CLEP
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 evaluation. If you have taken International Baccalaureate (IB) exams, please refer to www.ibo.org to request official scores. You can review our credit by exam policy at 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). The report can be found by selecting “Transfer Credit: Report” from the drop-down menu under the “Academics” section of your WINGS Student Center.
**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.

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:

<table>
<thead>
<tr>
<th>Dean’s Office</th>
<th>Phone</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBA College of Business Administration</td>
<td>608-785-8090</td>
<td>1205 Wittich Hall</td>
</tr>
<tr>
<td>CASSH College of Arts, Social Sciences, and Humanities</td>
<td>608-785-5454</td>
<td>138 Wimberly Hall</td>
</tr>
<tr>
<td>CSH College of Science &amp; Health</td>
<td>608-785-8218</td>
<td>105 Graff Main Hall</td>
</tr>
<tr>
<td>SOE School of Education</td>
<td>608-785-8134</td>
<td>235 Morris Hall</td>
</tr>
</tbody>
</table>

**CLASS TIMETABLE & COURSE CATALOG**
The class timetable and course catalog are available in the “Current Students” section of the UWL homepage or by logging into your WINGS Student Center.

**ADDITIONAL THINGS TO DO**

− **SIGN UP FOR A TRANSFER INFORMATION SESSION**
  All admitted transfer students will receive an email invitation to attend a Transfer Information Session. Sessions are designed to provide a successful transition for new incoming transfer students to UWL.

− **HOUSING**
The spring 2022 housing application will be available October 25. For additional housing information, visit www.uwlax.edu/reslife or contact the Office of Residence Life at 608-785-8075.

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

- Off-Campus Housing Resources: [https://www.uwlax.edu/student-association/off-campus-housing](https://www.uwlax.edu/student-association/off-campus-housing)
- Off-Campus Housing FAQ’s: [https://www.uwlax.edu/it-makes-cents/affording-college/#tm-frequently-asked-questions](https://www.uwlax.edu/it-makes-cents/affording-college/#tm-frequently-asked-questions)

− **STUDENT ID CARD**
  Upload your photo ahead of time on the GET Mobile App or email your photo to uwlcardoffice@uwlax.edu. Please refer to the photo upload requirements and instructions found here: [https://www.uwlax.edu/university-centers/services/eagle-id-card/eagle-id/#tm-photo-uploads](https://www.uwlax.edu/university-centers/services/eagle-id-card/eagle-id/#tm-photo-uploads). 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. 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.

− **PARKING PERMITS**
  Students who wish to purchase parking permits for spring semester should email Parking Services (parking@uwlax.edu) using their campus email address. Available permits are sold using a lottery system and are not offered for sale online. Sales for the next academic year begin in July based on earned credit hours. Visit Parking Services at [www.uwlax.edu/parking](http://www.uwlax.edu/parking) or at the parking ramp. The office is at the corner of Farwell Street and 17th Street North. For more information, contact the Parking Office at 608.785.8061 or parking@uwlax.edu.

− **CANCELING ADMISSION**
  If you decide to cancel your admission, please email admissions@uwlax.edu. Include your full name and student ID number.