

Where Do I Find Student Records & More in WINGS?

The below menu paths take you to the screen showing that specific piece of information. The ||'s call out the |name of the tab or section| on that screen. An underlined word indicates the appropriate link on that screen. In most situations, information can be found on more than one screen. Use whatever screen/report is most helpful for you. The first menu path is often the easiest, however. [If you look for one of the below screens but can't find it or can't click on it, you do not have permission to view that screen/information.](#)



The Student Center has most (but not all) individual student record information in one place. It can be accessed on two screens: 1) **Campus Community > Student Services Ctr (Student)**; and 2) **Self Service > Advisor Center > under the View Data for Other Students** link. Faculty advisors only have access to the second option; adjunct/part-time instructors do not have access to either. Some staff may have access to both. The second option will have access to the ||General Info|| and ||Transfer Credit|| tabs. For the sake of saving space, the below list will usually put the Campus Community > Student Services Ctr only. But if you do not have access to that particular screen or tab, you should also check under the Self-Service menu.

ID numbers to use: 1) **Campus ID/Student ID** starts with 8 or 9; 2) **Person ID/EMPL ID** starts with 1 or 2.






[Important FERPA note: student records are only to be accessed to address a legitimate educational interest as part of your job duties at UWL. If there is a question about whether you have the right to access that info, ask yourself if you can complete the required job task without the data.](#)

A list of useful reports is at the end.

Where do I find...?	Menu path, starting from Home screen
Academic Level (Fr, So, Jr, Sr, Grad)	> Records & Enrollment > Student Term Information > Term Activate a Student, Term Activate
Academic Standing	> Records and Enrollment > Student Term Information > Term History, Academic Standing
Addresses	> Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > View Addresses -or- > Campus Community > Personal Information (Student) > Add/Update a Person, Addresses
Advisor (view)	> Campus Community > Student Services Ctr (Student), Program Advisor section
Advisor (update)	> Records and Enrollment > Student Background Information > Student Advisor
Advisees list (for advisors)	> Self-Service > Advisor Center > My Advisees
Appointments (Registration & Validation)	> Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment -or- > Campus Community > Student Services Ctr (Student), Enrollment Dates section (Click <u>Details</u> to see other terms.)
Athletics	> Campus Community > Personal Information (Student) > Participation Data > Athletic Participation -and- > Campus Community > Personal Information (Student) > Participation Data > Extracurricular Activities

Biographical Data	> Campus Community > Student Services Ctr (Student) -or- > Campus Community > Personal Information (Student) > Add/Update a Person
Birth date & Birth Information	> Campus Community > Personal Information (Student) > Add/Update a Person, Birth Information -or- > Campus Community > Student Services Ctr (Student) > General Info , Personal Data section
Citizenship/Passport	> Campus Community > Personal Information (Student) > Identification > Citizenship > Citizenship and Passport -or- > Campus Community > Personal Information (Student) > Add/Update a Person, Citizenship
Class Roster from Staff view (individual sections)	> Curriculum Management > Class Roster > Class Roster (Use Enrollment Status drop down to include wait listed and/or dropped students. Export to Excel using  icon.)
Class Roster from Faculty view	> Self Service > Faculty Center > My Schedule (If not on correct term, Change Term to find right term, and click on  icon next to the section.)
Class Sections – Meeting days/ time, Facility ID, Instructor, Enrollment Capacity, Wait List Capacity, etc (access to update)	> Curriculum Management > Schedule of Classes > Maintain Schedule of Classes, Meetings and/or Enrollment Control
Combined Sections - Update Meeting days/times, Facility ID, Instructor for all sections	> Curriculum Management > Schedule of Classes > Schedule Class Meeting, Meetings
Combined Sections - Update Enrollment Capacity for individual sections	> Curriculum Management > Schedule of Classes > Maintain Schedule of Classes, Enrollment Control
Combined Sections - View combined Enrollment Capacity (only editable by Records office)	> Curriculum Management > Schedule of Classes > Maintain Schedule of Classes either Meetings or Enrollment Control , Combined Section -or- > Curriculum Management > Schedule of Classes > Schedule Class Meeting either Meetings or Enrollment Control , Combined Section
Class Schedule (for student)	> Records and Enrollment > Enrollment Summaries > Enrollment Summary (student's enrolled classes without times/locations) -or- > Campus Community > Student Services Ctr (Student) > Student Center (Current term's schedule with times and locations displays. Click on My Class Schedule to see future terms; click on Weekly Schedule to see current schedule in calendar format.) -or- For prior semesters, use Enrollment Summary, Enrollment, Student Grades, or look up unofficial transcript.
Course Catalog	> Campus Community > Self Service > Browse Course Catalog -or- > Curriculum Management > Course Catalog > Browse Catalog -or- > Curriculum Management > Course Catalog > Course Catalog
Course History	Campus Community > Student Services Ctr (Student) > Student Center , Academics section > "other academic" drop down > Course History

Credit Load Override	> Records and Enrollment > Term Activate a Student, Enrollment Limit
Credits - Other	> Campus Community > Student Services Ctr (Student) > Student Center Academics section > "other academic" drop down > Transfer Credit Report -or- > Campus Community > Student Services Ctr (Student) > Transfer Credit , <u>Details</u> -or- > Records and Enrollment > Transfer Credit Evaluation > Other Credits - Manual
Credits - Test	> Campus Community > Student Services Ctr (Student) > Student Center Academics section > "other academic" drop down > Transfer Credit Report -or- > Campus Community > Student Services Ctr (Student) > Transfer Credit , <u>Details</u> -or- > Records and Enrollment > Transfer Credit Evaluation > Test Credits - Automated (or Manual)
Credits - Transfer	> Campus Community > Student Services Ctr (Student) > Student Center Academics section > "other academic" drop down > Transfer Credit Report -or- > Campus Community > Student Services Ctr (Student) > Transfer Credit , <u>Details</u> -or- > Records and Enrollment > Transfer Credit Evaluation > Course Credits - Automated (or Manual)
Cumulative Statistics (cum GPAs, credits, points)	> Records and Enrollment > Student Term Information > Term History, Cumulative Statistics -or- > Campus Community > Student Services Ctr (Student) > Academics -or- > Self-Service > Advisor Center > <u>View Data for Other Students</u> > then on student's Student Center , Academics section > "other academic" drop down > Transcript View Unofficial
Dean's List	> Campus Community > Personal Information (Student) > Participation Data > Accomplishments > Honors and Awards -or- Records and Enrollment > Graduation > Honors and Awards -or- Pull up an unofficial transcript. Dean's List is attached under each term it was earned.
Degree Information	> Records and Enrollment > Graduation > Student Degrees Degree
Email Address	> Campus Community > Personal Information (Student) > Biographical > Addresses/Phones > Electronic Addresses -or- > Campus Community > Personal Information (Student) > Add/Update a Person -or- > Campus Community > Student Services Ctr (Student) > General Data , Electronic Addresses section
Emergency Contacts	> Campus Community > Student Services Ctr (Student), Student Center , Personal Information section , <u>Emergency Contact</u> -or- > Campus Community > Personal Information (Student) > Biographical (Student) > Emergency Contacts
Enrollment Request	> Records and Enrollment > Enroll Students > Enrollment Request, Find an Existing Value (Enter in Enrollment Request ID found from the Enrollment Request Search.)
Enrollment Request Search	> Records and Enrollment > Enroll Students > Enrollment Request Search. (Click search without entering in institution; enter in student's EMPLID in "ID.") <i>For help personalizing the layout of Enrollment List columns, contact the Assistant Registrar.</i>

Enrollment Summary	> Records and Enrollment > Enrollment Summaries > Enrollment Summary (student's enrolled classes, with credits, but without times/locations)
Enrollment	> Records and Enrollment > Enroll Students > Enrollment
Ethnicity	> Campus Community > Personal Information (Student) > Biographical (Student) > Personal Attributes > Ethnicity -or-> Campus Community > Personal Information (Student) > Add/Update a Person Regional
Expected Graduation	> Campus Community > Student Services Ctr (Student) > Academics , under Expected Graduation in right hand column -or- Records and Enrollment > Career and Program Information > Student Program/Plan, Student Program <i>If there is an expected graduation term, the student has successfully applied to graduate.</i>
FERPA Restrictions on Directory Information	> Campus Community > Personal Information (Student) > Biographical (Student) > Student FERPA > FERPA Quick Entry or Review FERPA Display -or-  icon at top of page
Grade Roster	> Self Service > Faculty Center > My Schedule (Use <u>Change Term</u> to find right term, and click on  icon next to the section. If  icon is next to it, the grade roster for that class has been posted. If there are neither of these icons, the grade roster has not been created yet.)
Grades - individual student	> Campus Community > Student Services Ctr (Student) > Student Center , Academics section > "other academic" drop down > Grades -or- Records and Enrollment > Student Term Information > Student Grades
GPA Cumulative	> Records and Enrollment > Student Term Information > Term History, Cumulative Statistics , on the "For GPA" line, under the Enrollments section. (Do NOT use the "Combined Enrollment + Transfer Credit Units). -or- pull up an unofficial transcript, following steps in that row <i>"Cum GPA" is the UWL GPA in Undergraduate Career Totals; the UWL GPA is what is used for academic standing and enrollment verifications.</i>
GPA for Term	> Records and Enrollment > Student Term Information > Term History > Term Statistics , on the "For GPA" line, under the Enrollments section. (Do NOT use the "Combined Enrollment + Transfer Credit Units). -or- pull up an unofficial transcript, following steps in that row, and check the "Cum GPA" for the term <i>"Cum GPA" is the UWL GPA in Undergraduate Career Totals; the UWL GPA is what is used for academic standing and enrollment verifications.</i>
Holds (Service Indicators)	> Campus Community > Student Services Ctr (Student) > General Info -or- > Campus Community > Service Indicators (Student) > Manage Service Indicators -or- >   icons
Instructor schedule - for faculty/IAS	> Self-Service > Faculty Center > My Schedule (Click <u>Change Term</u> to find a different term other than the default.)
Instructor Schedule - for staff	> Curriculum Management > Instructor/Advisor Information > Instructor Schedule

Majors, Minors, Graduate program, Special programs (a.k.a. Programs & Plans)	<p>> Campus Community > Student Services Ctr (Student) > Academics </p> <p>-or- Records and Enrollment > Career and Program Information > Student Program/Plan (Use the Include History button to be able to see history of changes.)</p>
Milestones	<p>> Records and Enrollment > Enroll Students > Student Milestones</p> <p>-or- > Self-Service > Advisor Center > <u>View Data for Other Students</u> > then on student's Student Center , Academics section > "other academic" drop down > Student Milestones</p>
Names	<p>> Campus Community > Student Services Ctr (Student) > Personal Information (Student) > View Names</p> <p>-or- > Campus Community > Personal Information (Student) > Add/Update a Person, <u>Names</u> (link at top)</p> <p>-or- > Campus Community > Student Services Ctr (Student) > General Info , Names section </p>
Phone	<p>> Campus Community > Student Services Ctr (Student) > Personal Information (Student) > View Phones</p> <p>-or- > Campus Community > Personal Information (Student) > Add/Update a Person</p> <p>-or- > Campus Community > Student Services Ctr (Student) > General Info , Phones section </p>
Quick Enroll	<p>> Records and Enrollment > Enroll Students > Quick Enroll a Student</p> <p>-or- > Campus Community > Student Services Ctr (Student) > Academics , <u>Quick Enrollment</u> (select the correct term under Term Summary first)</p>
Prerequisite text	<p>> Curriculum Management > Course Catalog > Course Catalog, Offerings , Enrollment Requirement Group section (this options can look up any course, including those not scheduled)</p> <p>-or- > Self Service > Search > Class Search (Find right term in drop down, search for course, click on the linked section number. Prerequisite is called "Enrollment Requirements" under Enrollment Information section . This only includes courses scheduled in that term.)</p> <p>-or- Log into https://uwlnextcat.courseleaf.com/courseadmin/ and search for course (e.g. ACC 222).</p>
Prerequisites set up (view only)	<p>> Curriculum Management > Enrollment Requirements > Enrollment Requisite Summary</p> <p>-or- Curriculum Management > Course Catalog > Course Catalog, Offerings , <u>Detail</u> link under Enrollment Requirement Group section </p> <p>-or- Curriculum Management > Schedule of Classes > Adjust Class Associations, Class Requisites , the <u>Detail</u> link in Catalog Requisite section OR the <u>Detail</u> link in Class Association Requisites (use second one if the "Also Use Catalog Requisite" is unchecked) - <i>this option is by term</i></p>
Residency	<p>> Campus Community > Personal Information (Student) > Identification > Residency Data</p>
Schedule of Classes/Timetable	<p>> Curriculum Management > Schedule of Classes > Maintain Schedule of Classes</p> <p>-or- > Self Service > Search > Class Search</p> <p>-or- go to https://www.uwlax.edu/records/registration/ and click on <u>Searchable Timetable</u>.</p>

Service Indicators (Holds)	> Campus Community > Student Services Ctr (Student) > General Info -or- > Campus Community > Service Indicators (Student) > Manage Service Indicators -or- >   icons
Student Groups - by student	> Records and Enrollment > Career and Program Information > Student Groups
Student Groups – View all Students in a Group	> Records and Enrollment > Career and Program Information > View Student Groups by Student (Must have access to the specific group you are looking to pull up.)
Study Abroad semester & program (a.k.a. External Study)	> Records and Enrollment > Student Term Information > Term Activate a Student, External Study
Term Activation	> Records and Enrollment > Student Term Information > Term Activate a Student
Test Scores (for placements based on scores, see Milestones)	> Campus Community > Student Services Ctr (Student) > Admissions , Test Summary section -or- > Record and Enrollment > Transfer Credit Evaluation > Test Results
Textbooks - all books used within department, organized by instructor	> UW-La Crosse > Textbook Rental > Instructor Booklist by Subject (Name a Run Control on first use (reusable after that), enter term and subject prefix, click Run & OK, click on Report Manager and then Refresh until PDF report comes up on Administration tab.)
Textbooks - all books used within department, within the prompted terms	> UW-La Crosse > My Reports > Textbook Rental Dept > Required Books by Department (Enter in "From" and "To" term codes and the subject prefix for your department.)
Textbooks - which sections have certain books assigned	> UW-La Crosse > Textbook Rental > Book Use by Term (Enter term and author's name.)
Textbooks - assign books to class sections	> UW-La Crosse > Textbook Rental > Required Book Entry
Transfer Credit Details	> Campus Community > Student Services Ctr (Student) > Transfer Credit , Details
Transfer Credit Report	> Campus Community > Student Services Ctr (Student) > Student Center , Academics section > "other academic" drop down > Transfer Credit Report -or- > Campus Community > Student Services Ctr (Student) > Transfer Credit , Details
Transfer Credit Summary	> Records and Enrollment > Transfer Credit Evaluation > Transfer Credit Summary (Can search for and use same run control ID, once it is created the first time.)
Transfer Credit Rules/Equivalencies	> Records and Enrollment > Transfer Credit Rules > Transfer Subject Area (Will need Org ID, which can be looked up under Campus Community > Organization > Create/Maintain Organization > Organization Table)
Unofficial Transcript	> Self-Service > Advisor Center > View Data for Other Students > then on student's Student Center Academics section > "other academic" drop down > Transcript View Unofficial -or- > Records and Enrollment > Transcripts > Request Transcript Report Add a New Value (Choose BOTHU for Transcript Type, enter student ID on Transcript Request Detail , and select Process Request .)

User Defaults	> Set Up SCAR > User Defaults User Defaults 1 to add in or remove a default subject, meaning it will already be entered in any subject search field. User Defaults 4 to set up a student ID to carry over from screen to screen. Check "Carry ID."
Visa/Permit Data	> Campus Community > Personal Information (Student) > Add/Update a Person, Visa/Permit Data
Withdrawal (from UWL)	> Records and Enrollment > Student Term Information > Term History Term Withdrawal
Work Study (make request)	> UW-La Crosse > Financial Air > Work Study > Employer > Request Work-Study Students

Reports	
Advisee List by Advisor (to look up other advisors' lists)	> UW-La Crosse > My Reports > Student Records Queries > Advisee Count by Advisor Use Curriculum Management > Instructor/Advisor Information > Instructor Schedule to find the Instructor ID.
Class Roster for all sections of a course - Excel report	> UW-La Crosse > Curriculum Management > Class List Enter term and Course ID, which can be found at top of the class's Basic Data under Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
Class Rosters for all sections of a course - print as PDF	> Curriculum Management > Class Roster > Print Class Roster Name a new or use existing Run Control, enter term, put in either Academic Organization or Subject Area (not both), choose types of students, click Run, Select SRCLSRST to get EMPL IDs (start with 2) or UWCLSRST to get Campus ID (start with 9). Click OK. Go to on Report Manager, click refresh until report appears, and click on new SRC or UWCLSRST link. The default output format is a PDF file.
Class Schedule for department, by term	> UW-La Crosse > My Reports > Student Records Queries > Display Classes by Subject > search by term and subject prefix
Plan Reports (10th Day Reports)	> UW-La Crosse > Records and Enrollment > Reporting > Plan Reports > Plan Reporting Departments use By Org tab and enter the department code. Minors /certificates that don't have a department code should use the By Plans tab and enter only the plan codes needed. Report will be emailed. Students with multiple plans from your department will show on the Plan Report more than once. For Example, Pol Sci major with Legal Studies Minor will show under both the Pol Sci list and the Legal Studies Minor list. Colleges may run using the By Program tab to get a report where each student is listed only once, by first major. Colleges can also use the By Program/Org tab to get a report that lists student in all their plans regardless of primary college, so student may be listed more than once.