



UNIVERSITY OF WISCONSIN
LA CROSSE

WINGS

Advisor Center

Guide

Updated Nov 2020

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Faculty Center - Refer to Faculty Center Guide posted online.

Search - Refer to Faculty Center Guide posted online.

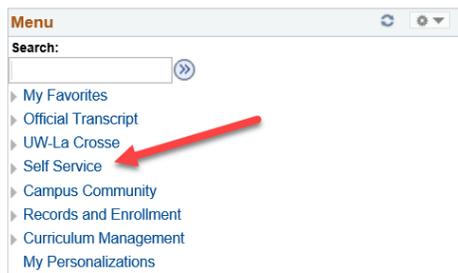
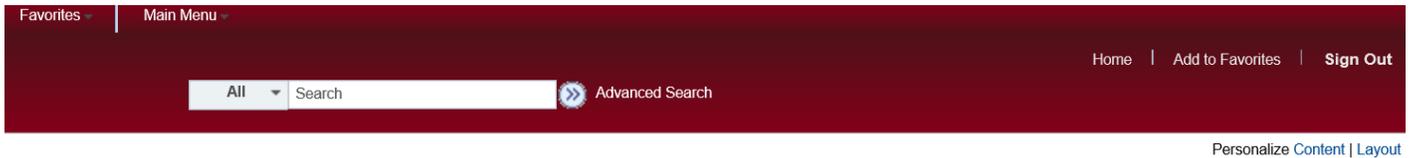
Class Permissions (a.k.a. electronic overrides) - Refer to the directions that best fit. Directions are posted online.

- Electronic Add with Permission thru 5th Day (of semester)
- Electronic Add with Permission between 6th and 10th Day (of semester)
- Electronic Drops with Permission (after 10th day of semester)

Advisor Center

The Advisor Center contains the student record information an advisor needs one place. Besides a list of their assigned advisees, an advisor has access to their advisee's advisement report, grades, class schedule, shopping cart, transfer credit report, transcript, holds, contact information, and much more.

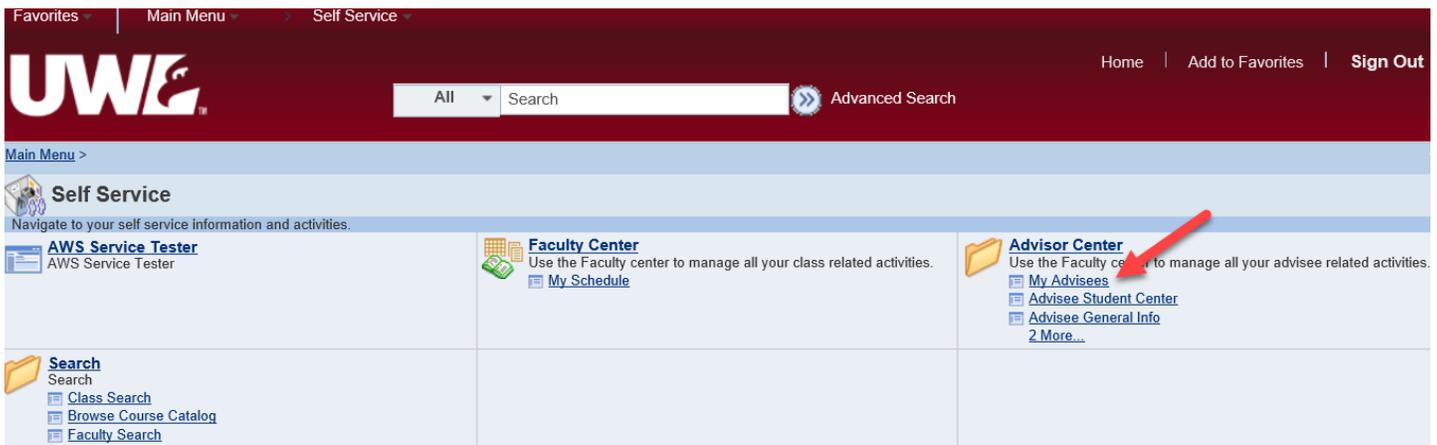
Click on **Self Service** and the **Advisor Center** menu will display.



➤ My Advisees

Underneath the Advisor Center menu are several links. The Advisee Student Center, General Info, Transfer Credit, and Academics will be reviewed later. You can also get to those pages from inside the My Advisee page.

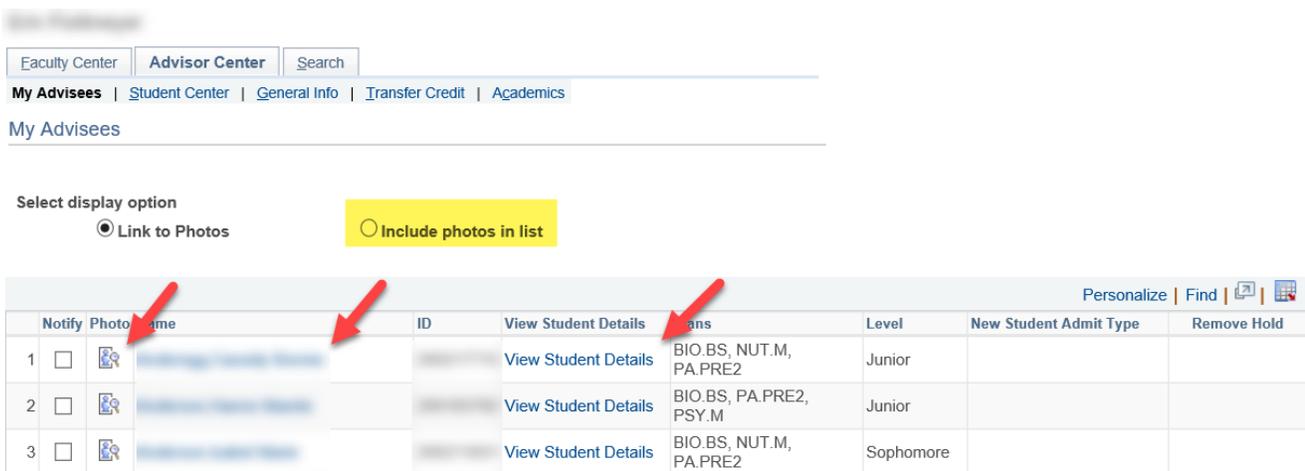
Click on the **My Advisees** link to see a list of all your advisees.



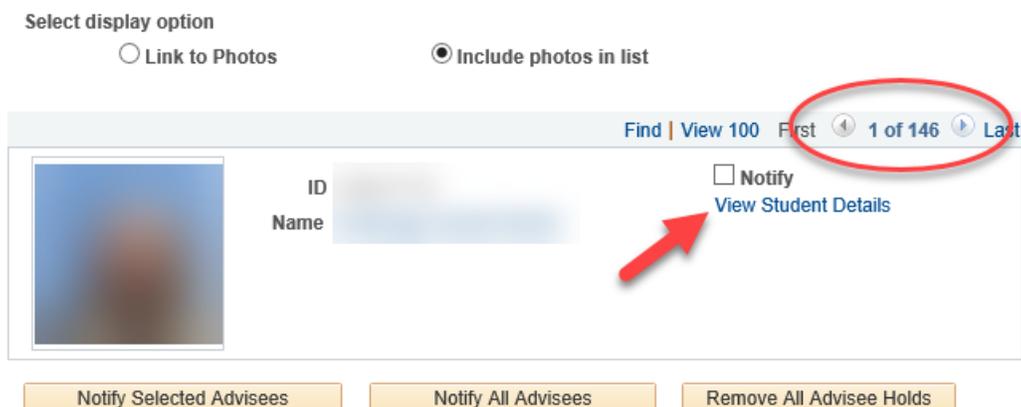
Tip: You can save frequently used pages in your **Favorites** by using the **Add to Favorites** option at the top right of the red ribbon. Once the page is added, the next time you need to get there, use the **Favorites** drop down menu at the top left.



If you have advisees assigned to you, you will see a list displayed. To view their academic and contact information, select **View Student Details**. To email the advisee, click on their name. To view their school photo, click on the **Photo** icon next to their name.



To flip through your list of advisees with the photo showing, select the **Include photos in list** option at the top of the list. You can then click through your advisees using the arrows on the right. Click on the View Student Details to see more information on that specific student.



If you do not have any advisees assigned yet, you will see the below message. Advisees are assigned by the academic departments or advising offices. Contact your department or office to find out the status of your advising assignment.

[Faculty Center](#) | **Advisor Center** | [Search](#)

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

My Advisees

 There is no information for the transaction you requested.

[View data for other students](#)

 [Go to top](#)

➤ **Emailing your advisees**

Emailing your advisees can be done several ways. Besides the options below, you can also contact them using Navigate, the Student Success System. Navigate allows you to text your advisees. More information about Navigate can be found online:

<https://www.uwlax.edu/info/navigate/faculty-staff/>.

○ **Emailing individual advisees (3 ways)**

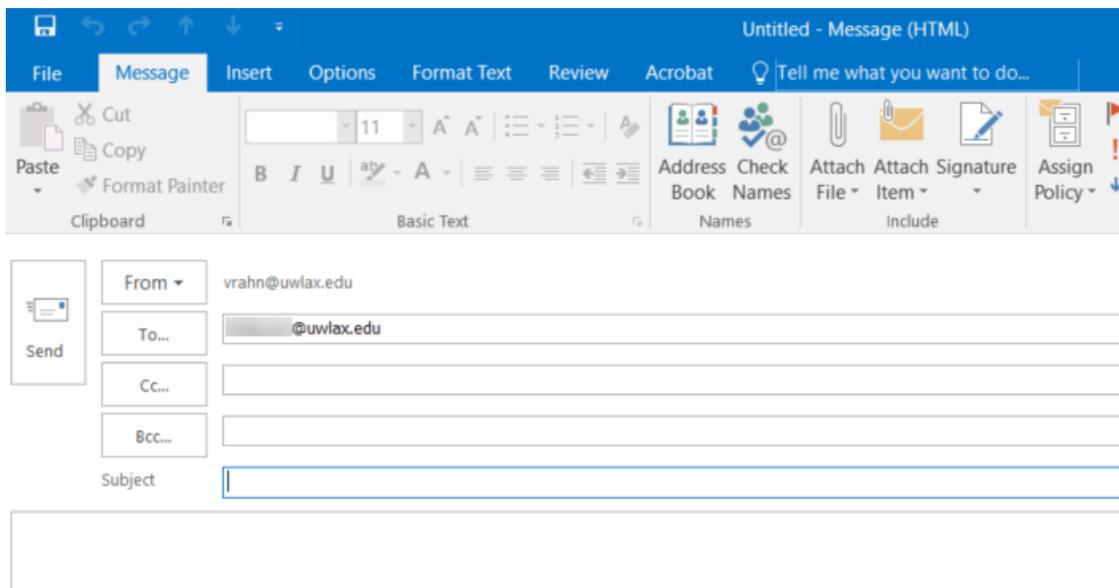
1. **From Outlook/Office 365** - Login to your UWL email and start a draft email. Search for specific students to email by typing their name in the To/CC/BCC field, whichever field you would like to use. If sending to multiple students, it is best practice to use the BCC line to maintain FERPA protections. Attachments can be added when using Office 365 or Outlook.

Please note that email uses the student's preferred name, not their legal name. The student's preferred name is listed in your My Advisee list, Email, and online directory. However, if searching for the student in WINGS, you will need to use their legal name to find them.

Tip: If there are multiple students with the same name, you can find their exact email by pulling up the student's Student Center in your Advisor Center. Further details are in the Student Center and General Info sections.

2. **One email to one student, popup email** - From your My Advisee list, you will see that the student's names are in blue, indicating there is a link. Clicking on the link will bring up the student's email address in a draft email, using whatever default email system is set up on your computer. That is usually the Outlook system on UWL computers. Attachments can be added.

Notify	Photo	Name	ID	View Student Details	Plans	Level	New Student Admit Type	Remove Hold
1	<input type="checkbox"/>	[Name]	[ID]	View Student Details	BIO.BS, NUT.M, PA.PRE2	Junior		
2	<input type="checkbox"/>	[Name]	[ID]	View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		
3	<input type="checkbox"/>	[Name]	[ID]	View Student Details	BIO.BS, NUT.M, PA.PRE2	Sophomore		



3. One email to one or more students (using checkboxes) - Select students to email by clicking the checkbox to the left of their name. Using this method, you can select one or several students. Then select **Notify Selected Advisees** at the bottom of the page.

140	<input type="checkbox"/>		View Student Details	BIO.BS, PA.PRE2, PSY.M	Senior
141	<input checked="" type="checkbox"/>		View Student Details	BIOBMD.BS, PA.PRE2, PSY.M	Junior
142	<input checked="" type="checkbox"/>		View Student Details	BIO.BS, PA.PRE2, SAHBS.PROP	Freshman

[View data for other students](#)

On the next page, update the **Subject** line to reflect the content of your email and enter in the text of your email in **Message Text**. Your own UWL email will be in the **To** line, which means you will receive the reply email if the student answers. It is best practice to keep the student emails in the **BCC** line in order to maintain FERPA protections.

When ready, click **Send Notification**. If you have changed your mind about sending the email, check **Return to My Advisees**.

Attachments cannot be added to this email. If you need to send them a file/document, you will need to email using Outlook/Office 365.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from

From [redacted]@uwlax.edu

To [redacted]@uwlax.edu

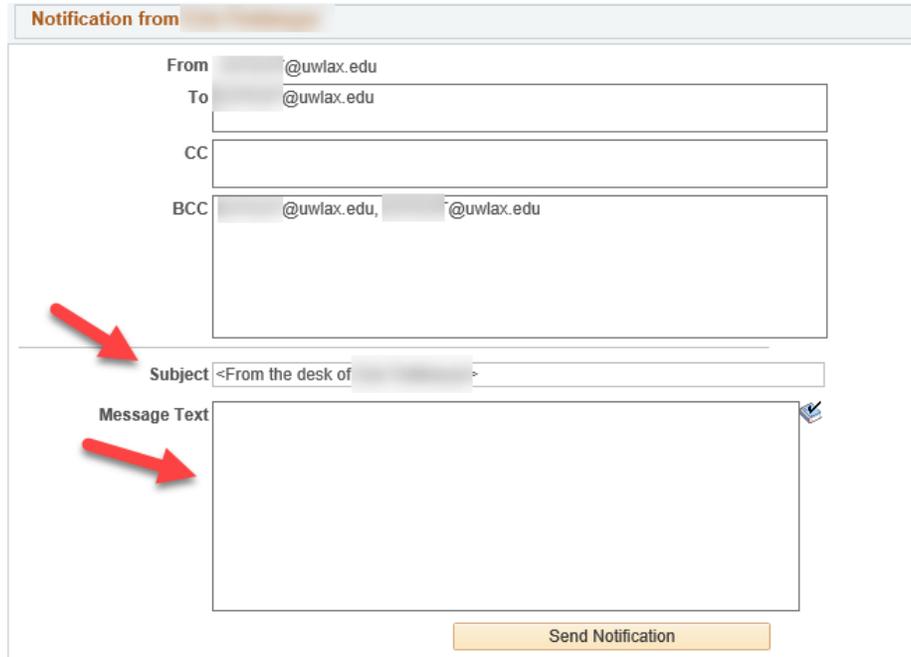
CC

BCC [redacted]@uwlax.edu, [redacted]@uwlax.edu

Subject <From the desk of [redacted]>

Message Text

[Send Notification](#)



[Return to My Advisees](#)

- **Email entire advisee list**

To send the same email to all students in your class, on your My Advisee page, scroll to the bottom and click the **Notify All Advisees** button.

141	<input type="checkbox"/>		[redacted]	View Student Details	BIOBMD.BS, PA.PRE2, PSY.M	Junior
142	<input type="checkbox"/>		[redacted]	View Student Details	BIO.BS, PA.PRE2, SAHBS.PROP	Freshman

[Notify Selected Advisees](#) [Notify All Advisees](#) [Remove All Advisee Holds](#)



[View data for other students](#)

On the next page, update the **Subject** line to reflect the content of your email and enter in the text of your email in **Message Text**. Your own UWL email will be in the **To** line, which means you will receive the reply email if the student answers. It is best practice to keep the student emails in the **BCC** line in order to maintain FERPA protections.

When ready, click **Send Notification**. If you have changed your mind about sending the email, check **Return to My Advisees**.

Attachments cannot be added to this email. If you need to send them a file/document, you will need to email using Outlook/Office 365.

➤ Your Advisee's Student Center

On your My Advisee list, find the student you need and select **View Student Details**. You can now see your advisee's **Student Center**, which is similar (but not exact) to what the student sees on their home page in WINGS.

Click on the tabs at the top to switch pages and view additional personal and academic information. FERPA rules apply to the protection of this confidential data.

Faculty Center | **Advisor Center** | Search

[My Advisees](#) | **Student Center** | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee Student Center

The following financial links will only work for the student, but are there so you can see where a student would go to find that info: **Make a Deposit/Payment**, **View My Bill**, and **Grant Access to View/Pay Bill**.

Faculty Center | **Advisor Center** | Search

[My Advisees](#) | **Student Center** | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee Student Center

Academics

My Class Schedule
Shopping Cart
My Planner
Schedule Planner

other academic... ▾

Deadlines URL

This Week's Schedule		
	Class	Schedule
	BIO 105-11 LEC (2695)	TuTh 2:15PM - 3:40PM Cleary 153
	BIO 105-34L LAB (1098)	We 9:55AM - 11:55AM Prairie Springs 1022
	ESS 100-302 LAB (1519)	TuTh 12:05PM - 1:00PM Mitchell 112 TuTh 12:05PM - 1:00PM Mitchell 113 TuTh 12:05PM - 1:00PM Mitchell 114
	HIS 110-421 LEC (1719)	MoWeFr 8:50AM - 9:45AM Internet
	SOC 110-418 LEC (3482)	Internet

Weekly Schedule ▶

Holds

Financial Aid Hold Auth/Disb
[Details ▶](#)

To Do List

No To Do's.

Enrollment Dates

Shopping Cart Appointment
Your Shopping Cart for the 2021 Spring Regular Academic Session session is available for use beginning October 19, 2020.

Enrollment Appointment
You may begin enrolling for the 2021 Winter Session Mini Session session on November 12, 2020.
[Details ▶](#)

Advisor

Program Advisor
[Details ▶](#)

Make a Deposit/Payment **View My Bill** **Grant Access to View/Pay Bill**

Personal Information

Emergency Contact

Contact Information

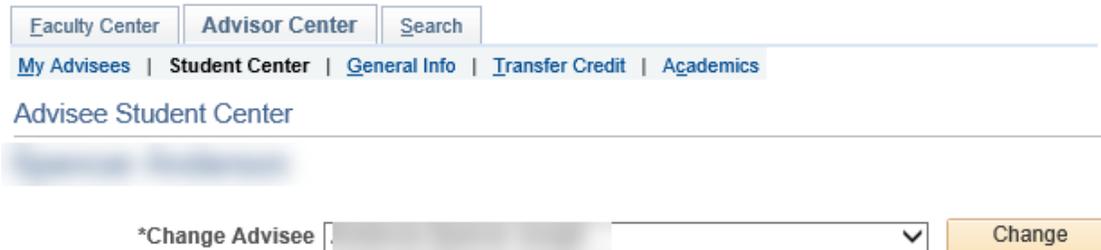
Home Address	Local Address
Home Phone	UW-L E-mail @uwlax.edu

Communication Archive

Access Communications

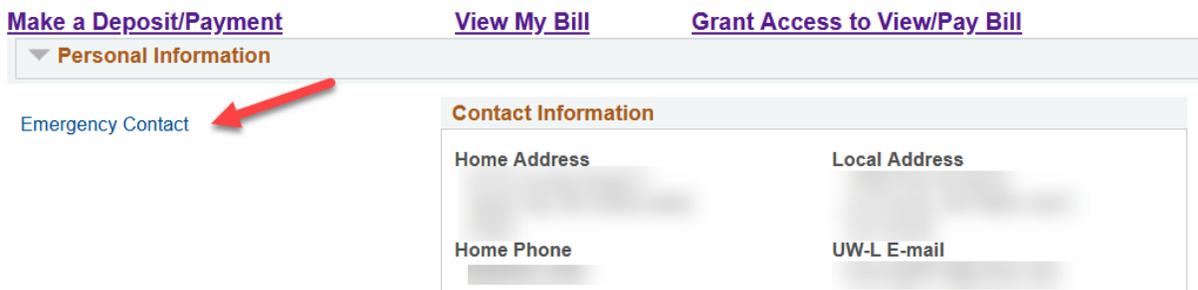
- **Switching between Advisees**

Switching from one advisee to another can be done easily by using the **Change Advisee** drop down menu at the top and clicking **Change**. This drop down is on every subtab at the top: Student Center, General Info, Transfer Credit, and Academics, so you can switch between advisees on every tab.



- **Personal Information**

The student's **Home** and **Local** addresses, **Home Phone**, **UWL email**, and link to their **Emergency Contact** can be found in the **Personal Information** section of the Student Center. The Campus & Permanent addresses (if applicable), personal email address, and additional phone numbers can be found on the **General Info** tab.



Click on the **Emergency Contact** link to view that information. Even though the text explains how to edit, Advisors cannot edit this information. Student should edit their personal information themselves through their own WINGS Student Center, although they cannot change their Campus address, Permanent address, or UWL email on their own.

Advisee Emergency Contact

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country
<input checked="" type="checkbox"/>	[Redacted]	Parent	[Redacted]		
<input type="checkbox"/>	[Redacted]	Parent	[Redacted]		

- **Holds & To Do Tasks**

New students and transfers often have tasks to finish as part of their admissions process, and students requesting financial aid or who haven't signed the terms and conditions agreement may also have tasks to complete. Those are often indicated in the **To Do List** area. They are removed from that list after the office that placed the note has been notified the student completed the task.

Holds (also called service indicators) are put on to more firmly encourage students to complete important tasks. Some holds prevent the student from registering or obtaining an official transcript. If there is a hold, it will be indicated in the Holds section.

Click on **Details** underneath to get more information about the hold or task and which office placed it.

Advisors are responsible for removing advising holds from their advisees after they have met to discuss the upcoming registration. More details about how to do that are in a later section.

Advisee Student Center

*Change Advisee

Academics

My Class Schedule
Shopping Cart
My Planner
Schedule Planner

other academic...

Deadlines URL

This Week's Schedule

	Class	Schedule
	BIO 203-21L LAB (4096)	Th 7:45AM - 10:45AM Prairie Springs 3015
	BIO 203-420 LEC (2676)	Internet
	CHM 103-32L LAB (1236)	Tu 7:45AM - 10:50AM Prairie Springs 2009

Holds

Advising-Block Enrollment
Advising-Block Enrollment

To Do List

No To Do's.

Enrollment Dates

Click on the name of each hold to drill down for more details about that specific hold.

Advisee Holds

The following is a list of current Holds on your records. To filter your list of Holds, change the options on the following and select the Go button.

View your Holds by

Institution	<input type="text"/>
Term	<input type="text"/>
Department	<input type="text"/>

Item List

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department
Advising-Block Enrollment		USD UW-La Crosse	2021 Spring		09/22/2020		UW - La Crosse
Advising-Block Enrollment		USD UW-La Crosse	2021 Spring		11/03/2020		UW - La Crosse

The reason for the hold and instructions on how to remove the hold are included on the **Hold Item** page. Click **Return** to return to the previous list. Click on the **Student Center** tab at the top of the next page to get back to the student's main page.

Your Holds

Hold Item



Advising-Block Enrollment

Reason and Contact

Description UW-La Crosse

Start Term 2021 Spring

Start Date 09/22/2020

Reason Probation Advising Required

Department UW - La Crosse

Contact

Instructions

Student is on Academic Probation.

Student must meet with the academic advisor of their primary major before registering for a new semester.

Please read the "Advising Guide for Students on Academic Probation" available at <https://www.uwlax.edu/academic-advising-center/facultyadvisor-resources/advising-guide-for-students-on-academic-probation/>

Complete the Plan for Success form with your advisor. The form is available at http://www.uwlax.edu/uploadedFiles/Offices-Services/Academic_Advising_Center/Plan%20for%20Success.pdf

Return

- **Assigned Advisors**

Students may be assigned multiple advisors, depending on their majors, minors, and other student programs they are participating in. To see who their other advisors are, find the Advisor section on the Student Center tab, in the right column.

The screenshot shows a student center interface with several sections:

- Academics:** Includes links for My Class Schedule, Shopping Cart, My Planner, and Schedule Planner. A dropdown menu shows "other academic...".
- Deadlines/URL:** A search bar with "Deadlines" and "URL" icons.
- This Week's Schedule:** A table with columns for Class and Schedule.

Class	Schedule
CHM 103-31D DIS (1218)	Th 9:55AM - 10:50AM Cowley 103
CHM 103-32L LAB (1236)	Tu 7:45AM - 10:50AM Prairie Springs 2009
CHM 103-430 LEC (1209)	MoWeFr 9:55AM - 10:50AM Internet
SPA 310-01 LEC (4051)	MoWeFr 8:50AM - 9:45AM Centennial 1404
- Weekly Schedule:** A link below the schedule table.
- Personal Information:** Includes links for Make a Deposit/Payment, View My Bill, and Grant Access to View/Pay Bill.
- Contact Information:** Fields for Home Address, Local Address, Home Phone, and UW-L E-mail.
- Advisor:** A dropdown menu showing "Program Advisor" with names Erin Flottmeyer and Megan Strom. This section is circled in red.
- Holds:** A section showing "No Holds."
- To Do List:** A section showing "No To Do's."
- Enrollment Dates:** Information about Shopping Cart and Enrollment Appointments.

Click on **Details** to find out what kind of advisor each person is and what subject/area they advise in.

The advisor of the 1st major, or the advisor listed first, is the advisor who should remove any advising holds. Holds are not assigned for 2nd majors or minors.

In general, advisors in the Academic Advising Center are the first advisors for undeclared students and new first & second years in a couple of larger programs, including pre-health students.

Advisors

Academic Program		College of Science & Health
Preparation		Pre-Physician Assistant Track
Advisor Name	Phone	
Erin Flottmeyer	608/785-6950	
Academic Program		College of Science & Health
Minor		Spanish Minor
Advisor Name	Phone	
Megan Strom	608/785-8320	

- **Enrollment Dates**

Enrollment Dates include both **Shopping Cart Appointments** and **Enrollment Appointments**. This section is in the right hand column of the Student Center, under the To Do List.

Shopping cart appointments start at the same time for all students. The date is the same for winter & spring and then for summer & fall. Shopping carts allow students to save courses in their WINGS or Schedule Planner ahead of time, to validate whether they meet the prerequisites on the selected courses, and to be ready to register as soon as their registration appointment starts. The shopping cart appointments are assigned about 4-6 weeks ahead of when registration starts. **There will be a 2-4 week period in which only the shopping cart will appear. Students cannot register until their enrollment appointment starts.**

Example of shopping cart appointment only:

The screenshot shows a notification box with a grey header containing a downward arrow and the text "Enrollment Dates". Below the header is a yellow bar with the text "Shopping Cart Appointment". The main body of the notification contains the text: "Your Shopping Cart for the 2021 Spring Regular Academic Session session is available for use beginning October 19, 2020." At the bottom right of the notification is a blue link labeled "Details" with a right-pointing arrow. Below the notification is another grey header with a downward arrow and the text "Advisor".

*Example of shopping cart **and** registration appointment:*

The screenshot shows a notification box with a grey header containing a downward arrow and the text "Enrollment Dates". Below the header is a yellow bar with the text "Shopping Cart Appointment". The main body of the notification contains the text: "Your Shopping Cart for the 2021 Spring Regular Academic Session session is available for use beginning October 19, 2020." Below this is another yellow bar with the text "Enrollment Appointment". The main body of the notification contains the text: "You may begin enrolling for the 2021 Winter Session Mini Session session on November 13, 2020." At the bottom right of the notification is a blue link labeled "Details" with a right-pointing arrow.

Enrollment appointments determine when the student can start registering for the next term. They are based on the number of credits the student has earned. This means that in-progress credit is not included. Transfer credit is included but only if there is a final grade and the transcript was sent to us.

Enrollment appointments (also called registration appointments) are assigned two weeks before the first appointment starts, which is also referred to as when "registration opens."

If there are two active future terms, only one shows on the main page. Click on the **Details** link to see the exact starting day and time of the appointment or to switch terms. Select the appropriate term.

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Fall 2020	Undergraduate	UW-La Crosse
<input type="radio"/> Winter 2021	Undergraduate	UW-La Crosse
<input type="radio"/> Spring 2021	Undergraduate	UW-La Crosse

[Continue](#)

- **Appointment Begins** - The first day and time of day the student can start registering. They are not required to start registering at that exact time, but the longer they wait, the more chance of the classes they want filling up. This will be the same date for all sessions in the term.
- **Appointment Ends** - This is the day before the start of the term. Although it says the appointment ends, students can continue to register on their own into open classes up through the 5th day of a semester. See the **Last Day to Enroll** mentioned below. From the 6th day to the 10th day, students must obtain an override to get into everything, even open classes.
- **Open Enrollment Dates** - This is the first day of the session. Students don't need an appointment to register once the term/session has started. The **Last Day to Enroll** listed there is the 5th day of class for the session, prorated longer/shorter depending on the session. The Last Day to Enroll is the last day to add an open class without an override or permission.
- **Max Units columns & Term Enrollment Limits** - Undergraduates can register up to 18 credits without an override; graduate students can register up to 15 credits. Both student careers are limited to 12 credits of wait listed classes.

To view appointments and enrollment dates for another term, select the term and select Change.

Spring 2021 | Undergraduate | UW-La Crosse

[Change Term](#)

Enrollment Appointments						
Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	December 4, 2020 10:20AM	January 31, 2021 11:59PM	18.00	18.00	18.00	12.00
First Session - Seven Weeks	December 4, 2020 10:20AM	January 31, 2021 11:59PM	18.00	18.00	18.00	12.00
Second Session - Seven Weeks	December 4, 2020 10:20AM	January 31, 2021 11:59PM	18.00	18.00	18.00	12.00
Dynamic Dates	December 4, 2020 10:20AM	January 31, 2021 11:59PM	18.00	18.00	18.00	12.00
UWSystem Collaborative Program	December 4, 2020 10:20AM	January 31, 2021 11:59PM	18.00	18.00	18.00	12.00

Open Enrollment Dates by Session		
Session	Begins On	Last Date to Enroll
UWSystem Collaborative Program	January 26, 2021	February 8, 2021
First Session - Seven Weeks	February 1, 2021	February 5, 2021
Regular Academic Session	February 1, 2021	February 12, 2021
Second Session - Seven Weeks	February 1, 2021	March 26, 2021
Dynamic Dates	February 1, 2021	May 11, 2021

Term Enrollment Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
18.00	18.00	18.00	12.00

○ **An Advisee's Class Schedule in WINGS**

A. Weekly Calendar View - For the current term, click on the **Weekly Schedule** link under the **This Week's Schedule**.

Academics

My Class Schedule
Shopping Cart
My Planner
Schedule Planner

other academic... >>

Deadlines URL

This Week's Schedule

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413 LEC (4877)	TuTh 11:00AM - 12:25PM Internet
	PH 200-04 LEC (4814)	MoWeFr 12:05PM - 1:00PM Wimberly 211
	PH 204-02 LEC (4141)	MoWeFr 1:10PM - 2:05PM Centennial 2213
	THA 110-03 LEC (2045)	TuTh 8:50AM - 9:45AM Graff Main 247

[Weekly Schedule ▶](#)

*Tip: Fall semester always starts on a Tuesday. To see a full week's schedule for a Fall term that hasn't started yet, use the **Next Week** button to move ahead to the next week's schedule.*

View Exam Schedule

<< Previous Week **Week of 9/7/2020 - 9/13/2020** [Next Week >>](#)

Show Week of 09/08/2020 Start Time 7:00AM End Time 9:00PM Refresh Calendar

For a future term, click on **My Class Schedule** from the main page, choose the correct term, and then select the **Weekly Calendar View** option at the top.

Select Display Option List View **Weekly Calendar View**

Spring 2021 | Undergraduate | UW-La Crosse Change Term

View Exam Schedule

Classes with no meeting times assigned will not show up in the Weekly Calendar View. This calendar will show both enrolled and waitlisted classes, if any.

Click **Cancel** at the bottom to return to the previous page.

View Exam Schedule

<< Previous Week **Week of 9/7/2020 - 9/13/2020** Next Week >>

Show Week of 09/08/2020 Start Time 7:00AM End Time 9:00PM Refresh Calendar

Schedule

Time	Monday Sep 7	Tuesday Sep 8	Wednesday Sep 9	Thursday Sep 10	Friday Sep 11	Saturday Sep 12	Sunday Sep 13
7:45AM							
8:50AM		THA 110 - 03 Lecture 8:50AM - 9:45AM Graff Main Hall 247	CHM 103 - 420 Lecture 8:50AM - 9:45AM Internet INTERNET	THA 110 - 03 Lecture 8:50AM - 9:45AM Graff Main Hall 247	CHM 103 - 420 Lecture 8:50AM - 9:45AM Internet INTERNET		
9:25AM							
11:00AM		ENG 204 - 413 Lecture 11:00AM - 12:25PM Internet INTERNET		ENG 204 - 413 Lecture 11:00AM - 12:25PM Internet INTERNET			
12:05PM			PH 200 - 04 Lecture 12:05PM - 1:00PM Wimberly Hall 211		PH 200 - 04 Lecture 12:05PM - 1:00PM Wimberly Hall 211		
1:10PM		CHM 103 - 423D Discussion 1:10PM - 2:05PM Internet INTERNET	PH 204 - 02 Lecture 1:10PM - 2:05PM Centennial Hall 2213		PH 204 - 02 Lecture 1:10PM - 2:05PM Centennial Hall 2213		
2:15PM			CHM 103 - 21L Laboratory/Studio 2:15PM - 5:20PM Prairie Springs Science Center 2005				
3:20PM							
4:25PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							
9:00PM							

▼ **Display Options**

Show AM/PM
 Monday
 Thursday
 Show Class Title
 Tuesday
 Friday
 Sunday
 Show Instructor
 Wednesday
 Saturday

Refresh Calendar

Cancel

B. List View - To see the student's schedule as a list, click on the **My Class Schedule** link in the Academics section. The list view is the default view.

In the List View, there is the option to view **Enrolled Classes, Dropped Classes, and/or Waitlisted Classes**. The default only shows enrolled classes.

Select Display Option List View Weekly Calendar View

Fall 2020 | Undergraduate | UW-La Crosse Change Term

View Exam Schedule

▼ Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes

Filter

CHM 103 - General Chemistry I

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	5.00	Graded		GE05-1: Natural Laboratory Science (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1231	21L	Lab/Studio	We 2:15PM - 5:20PM	Prairie Springs 2005	Amanda Spiewak	09/08/2020 - 12/16/2020
1208	420	Lecture	MoWeFr 8:50AM - 9:45AM	Internet	Curtis Czerwinski	09/08/2020 - 12/16/2020
1217	423D	Discussion	Tu 1:10PM - 2:05PM	Internet	Curtis Czerwinski	09/08/2020 - 12/16/2020

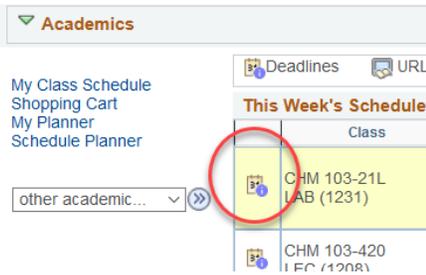
ENG 204 - British Literature after 1800

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Graded		GE07-1: Humanistic Studies: Literature (Taken)	

Important: Do not print out or save screenshots with class schedules on them if they can be identified to a student unless essential. Student information stored in electronic format must be secure and available only to those entitled to access that information. Best practice is to refer back to the information in WINGS itself when needed rather than printing out a copy.

o **Drop Deadlines**

Both the **This Week's Schedule** on the Student Center page and the **List View of My Class Schedule** gives you access to see the specific drop deadlines for each course. Click on the calendar icon next to the class you are interested in.



or

CHM 103 - General Chemistry I							
Status	Units	Grading	Grade	Requirement Designation	Deadlines		
Enrolled	5.00	Graded		GE05-1: Natural Laboratory Science (Taken)	📅		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	
1231	21L	Lab/Studio	We 2:15PM - 5:20PM	Prairie Springs 2005	Amanda Spiewak	09/08/2020 - 12/16/2020	

Academic Calendar Deadlines

Stryker Eagle

Fall 2020

Undergraduate

Regular Academic Session

CHM	103	Section 21L	General Chemistry I
Class Start Date 09/08/2020		End Date 12/16/2020	

Drop Calendar Last day to drop without a W grade

Drop - Retain Record	09/21/2020	A class dropped on or before this date will not appear on your transcript.
Last day to Drop with a W	Drop with Penalty 11/02/2020	A class dropped on or before this date will appear on your transcript with a grade of "W."

Cancel & Withdrawal Calendar Day before class starts. If this is the only class you are taking, its the last day to drop without withdrawing.

Cancel	09/07/2020	Course enrollment cancelled on or before this date will not appear on your transcript.
Last day to Drop without a W grade (same date as Drop-Retain Record)	Withdraw without Penalty 09/21/2020	The official date of withdrawal from all classes will be recorded on the transcript if the student withdraws from the University on or before this date. No full term classes will appear. Contact the Office of Student Life to withdraw from the University. (149 Graff Main Hall, 608.785.8062) If you are dropping your last summer or winter session class, yet don't intend to withdraw from the University, contact the Office of Records and Registration, 117 Graff Main Hall.
Last day to Drop with a W (same date as Drop with Penalty)	Withdraw with Penalty 11/02/2020	The official date of withdrawal from all classes will be recorded on the transcript if the student withdraws from the University on or before this date. All full term classes will be recorded with grades of "W." Contact the Office of Student Life to withdraw from the University. (149 Graff Main Hall, 608.785.8062) If you are dropping your last summer or winter session class, yet don't intend to withdraw from the University, contact the Office of Records and Registration, 117 Graff Main Hall. Your instructor or adviser signature is required after the Change of Schedule period.
Last day to withdraw from UWL without a medical reason. The full withdrawal policy can be found in withdrawal section of the catalog	Withdraw with Greater Penalty 11/20/2020	Last day to withdraw from the University. A grade of "WP" or "WF" will appear if the withdrawal falls after the last day to drop. A grade of "WF" is a failing grade and is calculated as an "F" in the GPA. The official withdrawal date will be recorded on the

Details on how these dates affect your record and who to contact for help

- **An Advisee's Shopping Cart in WINGS**

Advisors are not able to make changes to a student's shopping cart. However, the cart itself can still be seen both in WINGS and Schedule Planner. For WINGS, on the Student Center tab, click on the **Shopping Cart** link in the left underneath My Class Schedule.

▼ **Academics**

[My Class Schedule](#)

[Shopping Cart](#)

[My Planner](#)

[Schedule Planner](#)

other academic... ▶▶

📅 Deadlines 🌐 URL

This Week's Schedule

	Class	Schedule
📅	BIO 306-10L LAB (1103)	Mo 8:50AM - 10:50AM Prairie Springs 4003
📅	BIO 306-412 LEC (1102)	Internet
📅	BIO 307-412 LEC (2762)	Internet

Choose the appropriate term and click **Continue**. Here is an example of a student who has not registered yet. All of the courses are still in the shopping cart.

Spring 2021 | Undergraduate | UW-La Crosse Change Term

● Open ■ Closed ▲ Wait List

Spring 2021 Shopping Cart					
Class	Days/Times	Room	Instructor	Units	Status
BIO 306-418L (1022)		Internet	L. Baines	4.00	●
BIO 306-01 (1116)	MoWeFr 8:50AM - 9:45AM	Cowley 140	M. Abler		●
BIO 313-416L (1043)	Tu 12:05PM - 2:05PM	Internet	T. King-Heiden	4.00	●
BIO 313-413 (1035)		Internet	C. Schwartz		●
ENV 303-02 (4970)	TuTh 2:15PM - 3:40PM	Centennial 3310	J. Longhurst	3.00	●
ERS 100-415 (1433)		Internet	S. Shillinger	3.00	●

▼ **My Spring 2021 Class Schedule**

You are not registered for classes in this term.

Here is an example of a student who already registered. The shopping cart is empty because the courses are displayed in the schedule below.

Spring 2021 | Undergraduate | UW-La Crosse

Change Term

● Open □ Closed ▲ Wait List

Spring 2021 Shopping Cart

Your enrollment shopping cart is empty.

My Spring 2021 Class Schedule

✔ Enrolled ⊗ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CHM 302-01 (4812)	Fundamental Organic Chem Lab (Lab/Studio)	Mo 11:00AM - 2:05PM	Prairie Springs 4032	H. Schenck	1.00	✔
CHM 304-411 (1337)	Organic Chemistry Theory II (Lecture)	MoWeFr 8:50AM - 9:45AM	Internet	C. Czerwinski	3.00	✔
HED 207-01 (1594)	Youth Health Issues (Lecture)	TuTh 9:25AM - 10:50AM	Wimberly 112		3.00	✔
MIC 230-15L (1693)	Fundamentals of Microbiology (Lab/Studio)	TuTh 12:05PM - 2:05PM	Prairie Springs 4029	M. Barbknecht		✔
MIC 230-412 (1687)	Fundamentals of Microbiology (Lecture)		Internet	D. Bretl	4.00	✔
WGS 321-411 (4782)	Sexual Violence in the US (Lecture)	TuTh 2:15PM - 3:40PM	Internet	T. Lilley Jr	3.00	✔

Click the **Cancel** link at the bottom to return to a previous page. The link is not always easy to see, but it still works.

 [Go to top](#)

[Cancel](#)



- **My Planner**

The My Planner feature helps students map out what courses they plan to take, term by term, using information from their advisement report to make sure the course satisfies a requirement. Advisors can only see what students have already put into their Planner and cannot make changes.

To see what is in the Planner, go to the **My Planner** link in the Student Center. (Students can get there using the **Plan** link. They don't have a My Planner link.) If there are no classes in the planner, you will see a message to that affect.

▼ **Academics**

My Class Schedule
Shopping Cart
My Planner
Schedule Planner

other academic... »

Deadlines
 URL

This Week's Schedule

	Class	
	CHM 103-21L LAB (1231)	We 2:1 5:20PM Prairie
	CHM 103-420	MoWe

Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.

If there are courses in the planner, they will be either assigned to a specific term, or be labeled unassigned.

▼ **Unassigned Courses**

Course	Description	Units	Typically Offered	Req
ERS 100	Int Ethnic/Racial Studies (ES)	3.00	Fall, Winter, Spring, Summer	

▼ **Spring 2021**

Course	Description	Prereq	Units	Typically Offered	Req
CHI 102	Chinese in a Global Society II	yes	4.00	Spring	

Cancel

Updates to My Planner can only be done by the student in their own account. Go to the WINGS help page for directions on using My Planner.

Once a course is added to My Planner and assigned to a term, it can be found in Schedule Planner under the Add Course feature. This allows the student or advisor to select courses from My Planner and use when generating schedules.

Add Course

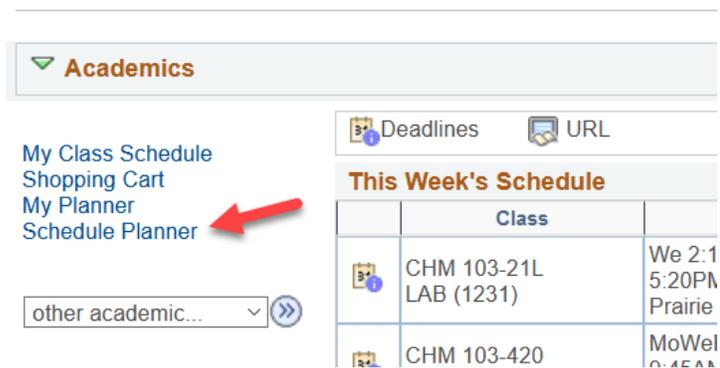
Important: The regular Advisement Report does NOT show planned courses. Only the Plan by My Requirements version will include them, meaning only the student can see them in the AR. They will be indicated by a blue star. Here is an example:

GE03: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES					
Satisfied: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES - 3 Units Required (RQ-20015)					
Minority Cultures or Multiracial Womens Studies					
Satisfied: Minority Cultures or Multiracial Womens Studies - 3 Units Required (LN-010)					
The following courses were used to satisfy this requirement:					
Course	Description	Units	When	Grade	Status
ERS 100	Int Ethnic/Racial Studies (ES)	3.00	Spring 2021		★
(***)	View Course Details				
ANT 362	Hmong Americans (ES)	3.00	Occasionally		
ANT 375	Language/Power/Inequality (ES)	3.00	Occasionally		
ECO 336	Women in the U.S. Economy (ES)	3.00	Fall, Spring		
EFN 205	Understand Human Diff's (ES)	3.00	Fall, Winter, Spring		
ENG 207	Multicult U.S. Lit (ES)	3.00	Fall, Spring		

➤ **Using Schedule Planner as an Advisor**

Advisors can view their advisee's current schedule, shopping cart, and the **Add Course** list in Schedule Planner. They can also update the courses in the Add Course list, generate schedules, and validate the courses. However, once a schedule is found, advisors cannot add those courses to the shopping cart or register for the student.

1. Pull up your advisee in the advisee's Student Center. Click on the **Schedule Planner** link.



2. Select the appropriate term. Click **Save and Continue**.



Select Term

Term

Fall 2020

Winter 2021

Spring 2021

✓ Save and Continue

3. You are now on the **Plan Schedule** screen.



4. The various filters at the top of the screen affect which courses you will find in the search. Click on the **Change** button to change the filters.

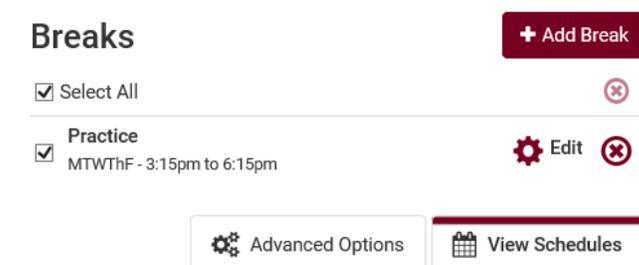


Course Status	Open Classes Only	Change	Term	Spring 2021	Change
Sessions	All Sessions Selected	Change	Instruction Modes	All Instruction Modes Selected	Change

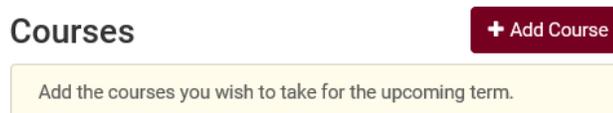
- **Course Status:** can limit your search to open classes (classes that still have seats available) or to both open & full classes
 - **Classes that are full but have a wait list are under the Open & Full filter.**
- **Sessions:** in most situations keeping all of these checked will give you the best results.
 - If you want to limit your options to only classes that run the entire semester, only check the **Regular Academic Session**.
 - If you are looking to add a shorter class, choose one of the shorter sessions.
 - **Dynamic Dates** means the class can have an unusual start and/or end date.
 - Summer term will have many more session options to choose from, so the session filter is often more widely used when searching for summer classes.
- **Term:** what term of classes you would like to search. There is often more than one term available, so check that this is set correctly before searching.
- **Instruction Modes:**
 - **Blended (In Person/Online/ITV):** Course in which content delivery, course activities, and assessments take place both in a physical classroom and online. The percentage in which the class meets in a classroom versus online is determined by the department & instructor.
 - **Independent Study:** Students work out with their instructor when they will meet and what topic they will study. This type of course always requires instructor approval in order to register. First years and sophomores vary rarely have this type of course.
 - **In-Person:** Course in which content delivery, course activities, and assessments take place in a physical classroom.
 - **Online Asynchronous or Online:** All content and course activities take place online. Students do not meet in person at a physical site. Although there are deadlines for students by which they need to complete work, there are no requirements for a specific date/time when the student must be available.

- **Online Synchronous:** All content and course activities take place online. Some or all of the class still takes place at a scheduled time. Online elements can be required (e.g., a lecture or exam) or optional (e.g., office hours or discussion times). A meeting date & time is listed in the schedule and enrolled students must schedule other classes/activities around that time.

5. Use **+Add Breaks** to build in activities that you want to schedule around such as lunch, practice, or work.

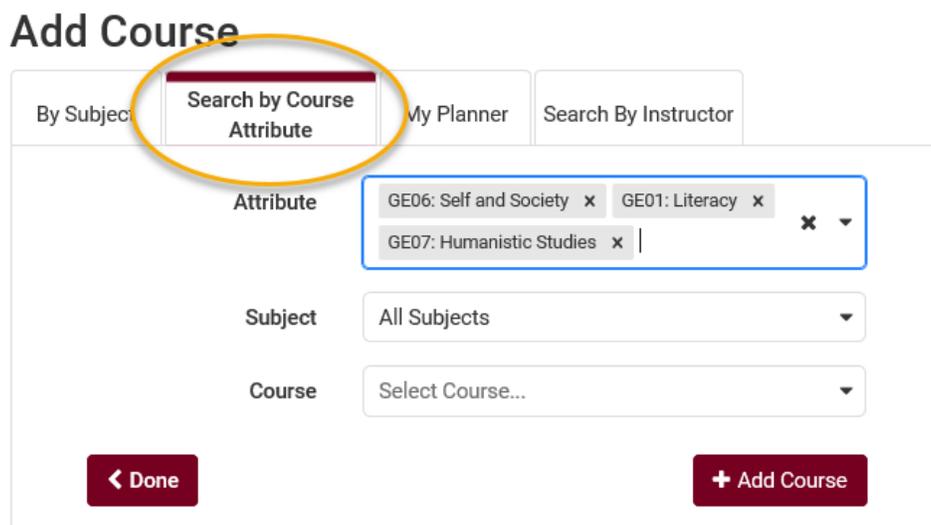


6. Click **+Add Course** to find and add courses to use in a schedule.



7. Use the course filters on the **Add Course** screen to find your course.

- **Course Attributes** allow you to search for general education courses. You can add multiple general education attributes so you can search multiple categories at once.



- **My Planner** helps students find courses you have already put term by term into the Academic Planner in your WINGS Student Center. If no classes show here, the student does not have any classes in that term in the My Planner in WINGS. Unassigned courses (not assigned to a term) do not appear in Schedule Planner. Courses on the My Planner tab can be selected for use when generating schedules.

Add Course

The screenshot shows the 'Add Course' interface with the following elements:

- Search filters: 'By Subject', 'Search by Course Attribute', 'My Planner' (circled in yellow), and 'Search By Instructor'.
- Plan Term: A dropdown menu set to 'Spring 2021'.
- Selection options: A checked 'Select All' checkbox and a checked checkbox next to the course name.
- Course name: 'Ethnic and Racial Studies 100 - Int Ethnic/Racial Studies (ES)'.
- Buttons: A '< Done' button on the left and a '+ Add' button (circled in yellow) on the right.

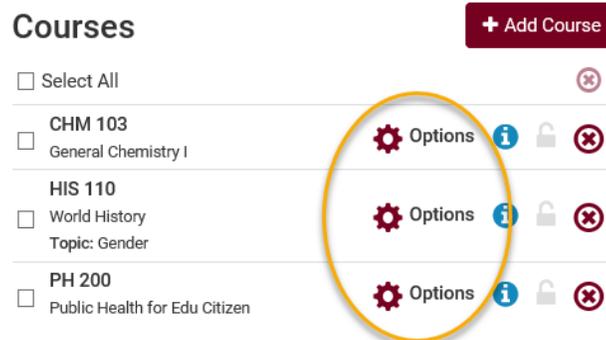
- If the course has a **topic**, an additional field will appear. You must select a topic before you can add that course. Only one topic can be added at a time. To search multiple topics, you must add the course multiple times to your list.
- Click **+Add Course** when you find the course you want. It will put the course in the right column so you can search for more courses to add. If you change your mind about a course you've added, you can use the red X to remove it.

Add Course

The screenshot shows the 'Add Course' interface with the following elements:

- Search filters: 'By Subject', 'Search by Course Attribute', 'My Planner', and 'Search By Instructor'.
- Search criteria:
 - Subject: HIS - History
 - Course: 110 - World History
 - Topic: A dropdown menu with '10 Objects Changed the World' selected. A tooltip for this topic is visible, stating: 'History 110 - World History. This course examines world global in scope from ancient three civilizations. Instruct multiple historical periods.'
- Buttons: A '< Done' button on the left and a '+ Add Course' button (with a red arrow pointing to it) on the right.
- Courses list: A list of courses on the right, including 'CHM 103 General Chemistry I' with a red arrow pointing to a red 'X' icon for removal.

- Click **Done** when ready to generate a schedule. You will be returned to the main Plan Schedule tab and the courses you chose will appear under the +Add Course section.
- Filter more by using **Options**, the gear icon next to each course in the Add Course list. The **Generate Schedules** step will use your filters to narrow down your list of options even further.



- Filter by instructor:** click on the Options next to your course. Then click on the **Advanced Options** link.

Public Health 200

Public Health for Edu Citizen



- Filter by exact time:** click on Options. Each section displays its scheduled time and mode of instruction. Check only the sections you would like to get into. Be sure to pay attention to whether there are still seats available in your desired section.

Enabled (2 of 4)										Advanced Filters
<input type="checkbox"/>	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits	Instruction Mode		
<input checked="" type="checkbox"/>	01	LEC	1	Katie Wagoner	MWF 9:55am - 10:50am - Wimberly 105 105	La Crosse	3	In Person		
<input type="checkbox"/>	02	LEC	14	Robert Jecklin	Internet INTERNET	La Crosse	3	Online Asynchronous		
<input type="checkbox"/>	03	LEC	17	Robert Jecklin	Internet INTERNET	La Crosse	3	Online Asynchronous		
<input checked="" type="checkbox"/>	04	LEC	20	Gary Gilmore	MWF 12:05pm - 1:00pm - Wimberly 228 228	La Crosse	3	Online Synchronous		

- **Find the closed sections with wait lists that have room on the wait lists:** Make sure the Course Status filter at the top of the main screen is looking for both Open & Full sections. Then click on Options next to your course. Click on the blue information bubble next to a section to see if there is a wait list. If there are students on the wait list, a **Waitlist** number will show. If there are seats available in the wait list, a **Waitlist Open** number will show. If there is no wait list at all, neither one of these will show.

01 LEC 0 Megan Leach

Title: Accounting Principles I
 Component: LEC
 Session: Regular Academic Session
Waitlist: 3
Waitlist Open: 27
 Description: An introduction to accounting as an information system. Emphasis is on reporting to external constituencies: investors and creditors. Topics include recording economic activities of the firm and the resultant financial reports, time value of money concept and its applications to financial reporting.
 Textbook: [View Books to Buy](#)

Tips when using Options:

- Click the **Generate Schedules** button before adding a lot of filters, so that you can see the largest number of possibilities first. Getting very specific before you know what is available will make it more difficult to find an open schedule.
- If too many filters are selected, it is possible to end up with 0 possible schedules. In that case, go back and adjust your selected filters or update the list of courses you are scheduling.
- See how many seats are available in all sections of a course by clicking on the **Options**. If all of the sections say 0, click on the blue info button to see if there is a wait list.
- If you have changed the **Course Status** filter to include both open and closed sections in order to see wait lists, you use the checkboxes under Options to uncheck any closed sections that don't have a wait list or have a full wait list.
- If you have the **Course Status** filter to include only open classes, the closed sections will display on the **Disabled** tab.

10. Click on **Generate Schedules** to view potential schedules based on those courses (and filters, if you have added any). The example below has generated 132 possible schedules. You can look through those schedules or use the additional filters under Options to narrow down your results more.

Courses

+ Add Course

- Select All
- CHM 103
General Chemistry I
- HIS 110
World History
Topic: Gender
- PH 200
Public Health for Edu Citizen

Breaks

+ Add Break

- Select All
- Practice
MTWThF - 3:15pm to 6:15pm

Schedules

Advanced Options

View Schedules

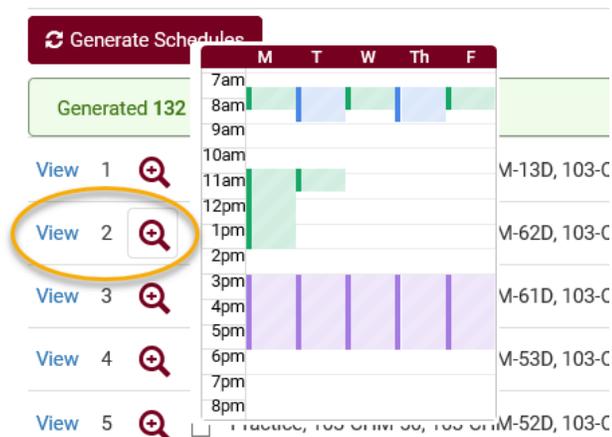
Generate Schedules

Generated 132 Schedules

View 1 Practice, 103-CHM-10, 103-CHM-13D, 103-CHM-14L, 110-HIS-03, 200-PH-04

View 2 Practice, 103-CHM-60, 103-CHM-62D, 103-CHM-61L, 110-HIS-05, 200-PH-03

11. Hover over the magnifying class with your cursor to see a miniature view of the weekly schedule. Click on the blue **View** link to see the large view.



12. Click on the lock icon next to the course section you want to keep. After locking a class, any new schedules generated will keep that specific section.

If you change your mind about keeping the section, click the lock icon again to unlock.

Back

Print

Email

Validate

Registration Instructions

Schedule 3 of 132

You are viewing a potential schedule only and you must still register.

Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Not Enrolled	2187	CHM	103	60	69	MWF 7:45am - 8:40am - Wimberly 102 102	09/09/2020 - 12/16/2020	0	In Person
Instruction Mode: In Person									
Not Enrolled	2188	CHM	103	61D	9	T 9:55am - 10:50am - Cowley 103 103	09/08/2020 - 12/15/2020	0	In Person
Instruction Mode: In Person									
Not Enrolled	2191	CHM	103	61L	4	M 11:00am - 2:05pm - Prairie Springs 2009 2009	09/14/2020 - 12/14/2020	5	In Person
Instruction Mode: In Person									

13. Click on the blue information bubble to review the class details. Class details include: instructor's name, course description, if there is a wait list, number of seats open in wait list (if the section has one), prerequisites, if consent is required to register, mode of instruction, view books to buy, and important notes about that section.

Shopping Cart

Email

Validate

Edit Cart

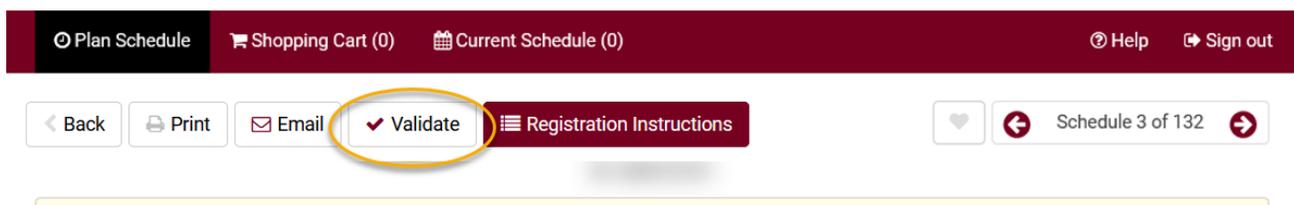
Print

Register

Subject	Course	Section	Component	Day(s) & Location(s)	Instruction Mode
CHM	103	61L	LAB	M 11:00am - 2:05pm - Prairie Springs 2009 2009	In Person
Instruction Mode: In Person					
CHM	103	61D	DIS	T 9:55am - 10:50am - Cowley 103 103	In Person
Instruction Mode: In Person					
CHM	103	60	LEC	MWF 7:45am - 8:40am - Wimberly 102 102	In Person
<p>This is the lecture section</p> <p>Component: LEC</p> <p>Session: Regular Academic Session</p> <p>Instructor: Bryan Borders</p> <p>Description: An introduction to chemistry including topics in atomic structure, chemical bonding, molecular structure, chemical stoichiometry, reactivity, states of matter, solutions, acid-base theory, and nuclear chemistry, and also including selected topics in descriptive and applied chemistry. Scientific inquiry, experimental design and data analysis are included. Lect. 3, Lab 3, Disc. 1.</p> <p>Textbook: View Books to Buy</p> <p>Instruction Mode: In Person</p> <p>Remember to read the notes.</p> <p>Day(s) & Location(s): MWF 7:45am - 8:40am - Wimberly 102 102</p> <p>Dates: 09/09/2020 - 12/16/2020</p> <p>Notes: Students registering for lecture 60 must also register for one discussion group(61D, 62D or 63D) and one lab section (61L thru 65L).</p> <p>Associated: Prerequisite: grade of "C" or better in MTH 150 or placement into MTH 151 or higher.</p> <p>Consent: No Special Consent Required</p> <p>Drop Consent: No Special Consent Required</p> <p>Enrollment Requirement: Prerequisite: grade of "C" or better in MTH 150 or placement into MTH 151 or higher. Students who are currently enrolled in CHM 103 may not register for this course again until after priority registration (unless they have instructor/department consent).</p> <p>If consent/override is required to register</p> <p>Prerequisites</p> <p>Instruction Mode: In Person</p>					
HIS	110	05	LEC	TTh 7:45am - 9:10am - Wimberly 102 102	In Person

Tip: All textbooks may not be posted at the start of registration. Students should check again two weeks before the semester starts. At that time, they can also find their entire booklist for the semester through their WINGS Student Center, in the drop down menu under the Academics section on the main page. They can also email themselves their booklist through the mobile WINGS site, which comes up on mobile devices.

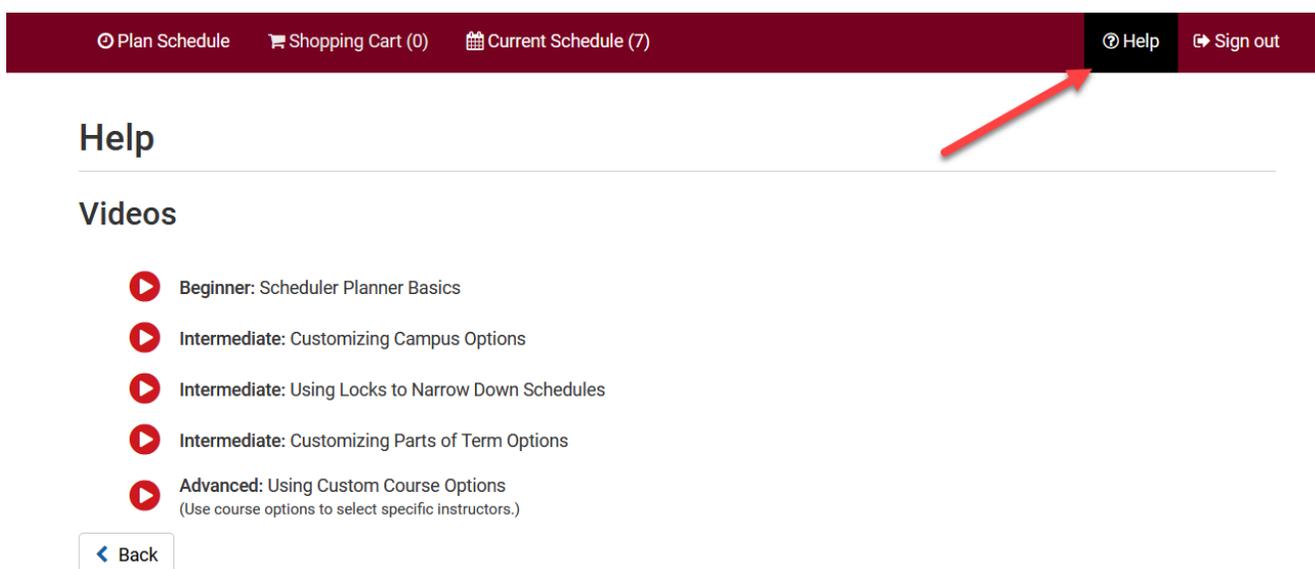
14. Once a schedule is chosen, click **Validate** at the top to see if the student will meet the prerequisites for those courses. If they do not meet the prerequisites, the student will not be able to enroll in the course. If you see a red X, be sure to read the message about why the student will not be able to enroll in the course. If you have questions about the message, contact the Records office.



15. If the student is satisfied with the schedule, they should click Send to Shopping Cart and finish registering in their account. Advisors will only see a button called **Registration Instructions**. It does not need to be clicked.

Detailed directions on how students register through WINGS or Schedule Planner can be found on the WINGS Help page: <https://www.uwlax.edu/wings/#registration>.

If video training is preferred, there are videos posted on Schedule Planner's Help page that go over a lot of what this document has reviewed.



➤ **Understanding the Advisement Report (AR)**

Pull up your advisee's Student Center by navigating to **Main Menu > Self Service > Advisor Center > My Advisees**. From the My Advisees page, click **View Student Details** next to the student whose report you need to view.

My Advisees

Select display option
 Link to Photos Include photos in list

Notify	Photo	Name	ID	View Student Details	Plans	Level	New Student Admit Type	Remove Hold
1	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Junior		
2	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		
3	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Sophomore		
4	<input type="checkbox"/>			View Student Details	BIO.BS, CHM.M, PA.PRE2	Sophomore		Remove Hold
5	<input type="checkbox"/>			View Student Details	BIO.BS, MTH.M, PA.PRE2 ...	Sophomore		
6	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, SAHBS.PROP	Senior		
7	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		
8	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		

On the Student Center tab, select **Advisement Report - AR** from the drop down menu in the Academics section and click the icon to generate the report. When done, click the **Cancel** button at the bottom of the AR. To view a different advisee, select that advisee from the **Change Advisee** list and click the green **Change** button.

Advisee Student Center

*Change Advisee [Change](#)

Academics

My Class Schedule
 Shopping Cart
 My Planner
 Schedule Planner

Advisement Report ·

Deadlines URL

This Week's Schedule

	Class	Schedule
	BIO 203-21L LAB (4096)	Th 7:45AM - 10:45AM Prairie Springs 3015
	BIO 203-420 LEC (2676)	Internet
	CHM 103-32L LAB (4096)	Tu 7:45AM - 10:50AM

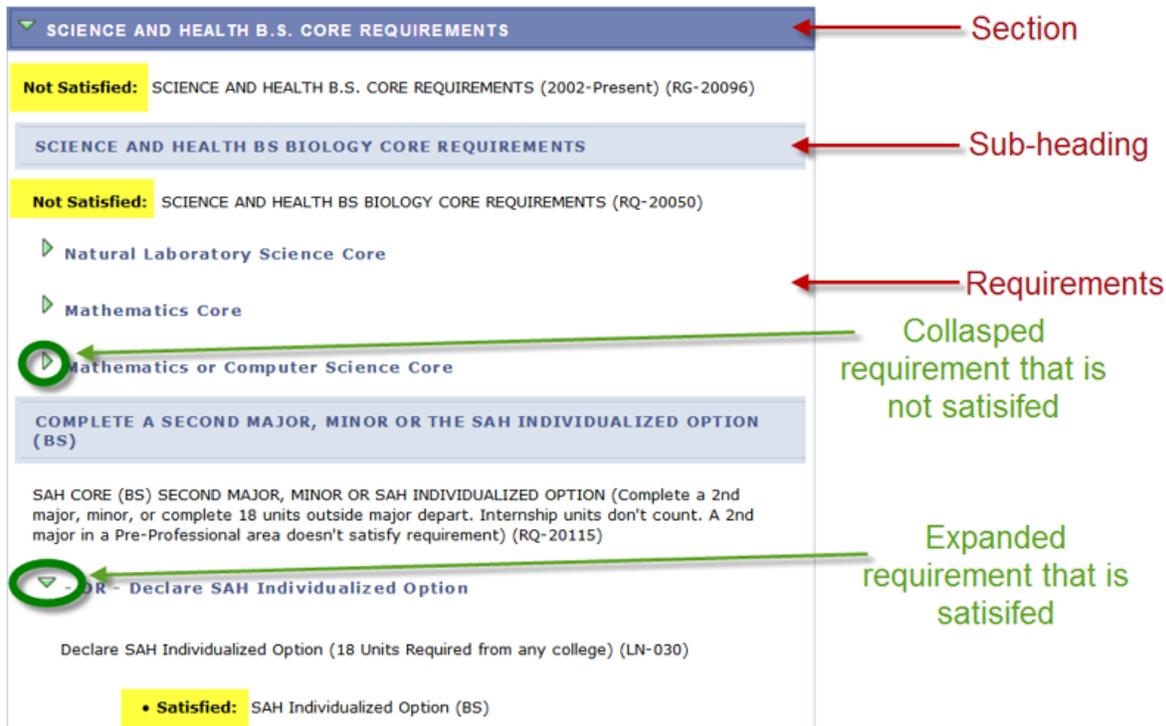
Navigating the AR - The AR is organized into collapsible *sections*. Sections contain collapsible *sub-headings* that categorize requirements. *Requirements* specify what a student needs to complete in order to satisfy degree requirements.

By default, expanded sections contain components with unsatisfied requirements; collapsed sections reflect completion of requirements for that section.

To individually expand or collapse a section, click the green arrow next to it. You can also use the Collapses All and Expand All buttons at the top of the report. All green arrow icons toggle between collapse and expand.



The AR sections are organized by current course enrollment, university requirements, general education requirements, college/school core, courses not allocated, major, and minors, honors/certificates.



Sections of the AR

1. The **Course Enrollments/Academic Standing** section contains currently enrolled courses, pre-registered courses, any incompletes, and the student's academic standing. In the My Planer version and the What-If Report version, courses added in those reports will also appear here.

COURSE ENROLLMENTS/ACADEMIC STANDING

List includes current and any future UWL enrollments. Courses with Incomplete (I) grades will also appear here. You have one calendar year to earn a grade (12 months, following the term in which the incomplete was incurred, whether or not you remain enrolled). Failure to do so will result in a grade of "F" being posted to your record. Once graded, the course will no longer appear here. (RG-19999)

Course Enrollments

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ESS 100	Physical Activities (Indoor Rock Climbing)	1.00	Fall 2018		◆
ESS 100	Physical Activities (Tech Rock Climbing I)	1.00	Fall 2018		◆
PHY 103	Fund Physics I	4.00	Fall 2018		◆
ESS 323	Nutrition & Sport	3.00	Fall 2018		◆
ESS 303	Biomechanics	3.00	Fall 2018		◆
BIO 313	Human Anatomy & Physiology II	4.00	Fall 2018		◆

View All | First 1-6 of 6 Last

Academic Standing: Good Standing as of last term attended

Academic Standing - Good Standing as of last term attended (LN-030)

2. The **Advisement Report (AR) General Information** section defaults to closed and contains important information about how **Courses Not Allocated** will appear. Open the section to read this information.

ADVISEMENT REPORT (AR) GENERAL INFORMATION - OPEN FOR IMPORTANT AR INFORMATION

You are responsible for making sure your AR is accurate. Your academic advisor and Dean's office can help with this. If you find errors on your AR, please report them to your Dean's office. Be sure to confirm final degree requirements in Dean's Office prior to registering for final year. (RG-20000)

GENERAL INFORMATION

ADVISEMENT REPORT (AR) GENERAL INFORMATION - The AR is an interactive online degree audit and is not easily printed in its entirety. If you need to print, we recommend you collapse all sections except the section you need printed. Print using your browser print function. (RQ-20000)

▶ **What-If AR**

▶ **For Second Degree Seeking Students and Special Students**

▼ **Courses Not Allocated**

Once a requirement is met, courses will stop falling in that requirement and will appear in Courses Not Allocated or in other requirements where the courses could be used. (LN-030)

3. The **University Requirements for Graduation** section components are requirements at the university level for graduation.
- The green checkmark denotes a completed or graded course. 
 - The yellow diamond denotes an in progress course. 
 - If you see a blue star, you looking at the Plan by My Requirements version of the AR in My Planner. The blue star denotes a planned course that has not been taken yet. 
 - If you see a question mark, you are looking at a What-If Report. The question mark denotes a course entered into a What If Scenario that has not been taken yet. 

UNIVERSITY REQUIREMENTS FOR GRADUATION

Not Satisfied: UNIVERSITY REQUIREMENTS FOR GRADUATION (2001-present) (RG-20001)
 (Note: Final confirmation of degree requirements is subject to department, school, and university approval. Complete the Apply for Graduation form using WINGS Student Center when you register for your final semester. December grads should file by May 1st. May or Summer grads should file by December 1st)

UNIVERSITY REQUIREMENTS FOR GRADUATION

Not Satisfied: UNIVERSITY REQUIREMENTS FOR GRADUATION (RQ-20001)

120 Unit Minimum

Not Satisfied: Earn a minimum of 120 Units (LN-010)

- Units: 120.00 required, 84.00 taken, 36.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ESS 100	Physical Activities (Indoor Rock Climbing)	1.00	Fall 2018		
ESS 100	Physical Activities (Tech Rock Climbing I)	1.00	Fall 2018		
PHY 103	Fund Physics I	4.00	Fall 2018		
ESS 323	Nutrition & Sport	3.00	Fall 2018		
ESS 303	Biomechanics	3.00	Fall 2018		
BIO 313	Human Anatomy & Physiology II	4.00	Fall 2018		
NUT 350	Functional Foods, Herbs, Supp	3.00	Summer 2018	A	
ESS 281	Prevention/Care of Ath Injury	2.00	Summer 2018	A	
ESS 201	Safety, First Aid and CPR	1.00	Spring 2018	A	
NUT 300	Lifecycle Nutrition	3.00	Spring 2018	AB	

View All |  First  1-10 of 28  Last

- Earn a minimum 2.75 resident cumulative GPA
- 40 Units of 300/400 Level Courses AT UWL (includes only units from UWL)
- OR - 40 Units 300/400 Lvl (includes applicable transfer crs)
- 30 Units In-Residence

4. In the **General Education Requirements** section, there are a number of subsections that list the categories and courses needed to satisfy general education requirements.

Tip: Use the navigation options at the bottom, right corner of class lists/course grid to view all available courses that are not displayed. By default the first 10 courses appear. To view all, click the View All link. To obtain additional information about a course, click the course description link to drill down to the course catalog.

GE: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES

Not Satisfied: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES - 3 Units Required (RQ-20015)

▼ **Minority Cultures or Multiracial Womens Studies**

Not Satisfied: Minority Cultures or Multiracial Womens Studies - 3 Units Required (LN-010)

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
(***)	View Course Details				
ANT 362	Hmong Americans (ES)	3.00	Occasionally		
ANT 375	Language/Power /Inequality (ES)	3.00	Occasionally		
ECO 336	Women in the U.S. Economy (ES)	3.00	Fall, Spring		
EDS 206	Multicultural Education (ES)	3.00	Fall, Winter, Spring, Summer		
EFN 205	Understand Human Diffs (ES)	3.00	Fall, Winter, Spring		
ENG 207	Multicult U.S. Lit (ES)	3.00	Fall, Spring		
ENG 210	Lit of Black America (ES)	3.00	Fall		
ENG 215	African American Authors (ES)	3.00	Spring		
ERS 100	Int Ethnic/Racial Studies (ES)	3.00	Fall, Winter, Spring, Summer		

View All | First 1-10 of 27 Last

Courses link to catalog

Navigation tip
(only first 10 courses displayed in the grid, click

Below shows Course Details information from the catalog when the example *ERS 100 Introduction to Ethnic and Racial Studies* is selected.

You can view course details including description, when the course is typically offered, and any prerequisites.

If there are class sections scheduled in the current or future timetable, click on View Class Sections to view the scheduling details.

[Return to My Academic Requirements](#)

ERS 100 - Introduction to Ethnic and Racial Studies

** available as of 01/25/2021

Available sections, by term, will appear at the bottom of the page when button is clicked. If there a message saying "This course has not been scheduled," there have been no scheduled sections in the past two term and future two

Course Detail

Career	Undergraduate	
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture	Required
Campus	La Crosse	
Academic Group	College of Arts, Soc Sci & Hum	
Academic Organization	Ethnic and Racial Studies	

Enrollment Information

Typically Offered	Fall, Winter, Spring, Summer	
Course Attribute	GE03: Minority Culture/Multiracial Women's Studies	

Description

An examination of the persistence of minority and ethnic problems in the United States and consideration of the contributions, parallels, similarities, and differences between and among ethnic and minority groups.

View Class Sections

On the student's view, they will also have a button to add the course to their My Planner here.

Course Schedule

Terms Offered

Fall 2020

Fall 2020

Spring 2021

Summer 2020

Winter 2021

Show Sections

● Open
■ Closed
▲ Wait List

1-11 of 11

Section Personalize | Find | View All | First ◀ 1 of 1 ▶ Last

Section	Session	Status
11-LEC (4039)	1	●

Section Details Personalize | Find | First ◀ 1 of 1 ▶ Last

Days	Start	End	Room	Instructor	Dates
MoWeFr	7:45AM	8:40AM	Wimberly 102	Justin Odulana	09/08/2020 - 12/16/2020

Students may also add the course to their My Planner and then to their shopping cart (if the cart has been activated) following the steps laid out in separate directions. The planner allows students to select courses based on their AR requirements. They can plan one term, year or the entire academic career using the planner. Review the [My Planner Guide](#) in the WINGS help documents under the "Advising information in WINGS Student Center" section for more details. <https://www.uwlax.edu/wings/#advising>

5. The **College or School Core Requirements** section of the AR is related to college/school core specific requirements. It's based on which college/school the student's 1st major is in. In the example below, the student's college is the College of Science and Health.

SCIENCE AND HEALTH B.S. CORE REQUIREMENTS

Not Satisfied: SCIENCE AND HEALTH B.S. CORE REQUIREMENTS (2019-Present) (RG-20096)

SCIENCE AND HEALTH BS CORE REQUIREMENTS

Not Satisfied: SCIENCE AND HEALTH BS CORE REQUIREMENTS (RQ-20081)

-  **Natural Laboratory Science Core**
-  **Mathematics Core**
-  **Mathematics or Computer Science Core**

COMPLETE A SECOND MAJOR, MINOR OR THE CSH INDIVIDUALIZED OPTION (BS)

CSH CORE (BS) SECOND MAJOR, MINOR OR SAH INDIVIDUALIZED OPTION (Complete a 2nd major, minor, or complete 18 units outside major depart. Internship units don't count. A 2nd major in a Pre-Professional area doesn't satisfy requirement) (RQ-20115)

-  **- OR - Approved Minor**

6. The **Courses Not Allocated (UGRD)** section lists courses not used to meet specific requirements on the Academic Requirement Report. For example, the grade may not have satisfied the minimum requirement, the student may have withdrawn/failed the course, or the course may have exceeded the number of hours needed for electives. Click on the green arrow to expand it to see if courses are in this section.

COURSES NOT ALLOCATED (UGRD)

COURSES NOT ALLOCATED (UGRD) (RG-20601)

Courses Not Allocated (UGRD)

Courses Not Allocated (UGRD) (RQ-20273)

Courses Not Allocated (UGRD)

Courses Not Allocated (UGRD)

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
HED 210	Foundations of HED	3.00	Spring 2021		
PH 200	Public Health for Edu Citizen	3.00	Fall 2020		
PH 204	Introduction to Global Health	3.00	Fall 2020		
HP 106	Intro to Health Careers	2.00	Spring 2020	A	
MTH 051	Topic Intmd Algebra	2.00	Fall 2019	A	

View All | First 1-5 of 5 Last

7. The specific **Major** and **Minor** sections include any major and/or minors the student has declared. The following is a partial example of the computer science student. The major requirements are shown collapsed, but are not satisfied. Click the green arrow to expand the sections and see more.

COMPUTER SCIENCE MAJOR B.S. - MAJOR INCLUDES GENERAL EDUCATION WRITING EMPHASIS

Not Satisfied: COMPUTER SCIENCE MAJOR B.S. - 45 Units Required with a 2.0 GPA (Sum 2016-Present) (RG-20626) MAJOR INCLUDES GENERAL EDUCATION WRITING EMPHASIS

- Units: 45.00 required, 4.00 taken, 41.00 needed

COMPUTER SCIENCE REQUIREMENTS

Not Satisfied: COMPUTER SCIENCE REQUIREMENTS - 45 Units Required (RQ-20329)

- ▶ **Computer Science Core**
- ▶ **Advanced CS Electives**
- ▶ **CS Electives**

COMPUTER SCIENCE FIELD TEST

Not Satisfied: COMPUTER SCIENCE FIELD TEST (RQ-23548)

Every student must complete the computer science field test. This test is used for program assessment, not for individual assessment.

Additional sections/requirements might appear, based on the student's situation and college. For example, students in CSH that have not yet declared a major will see a CSH 60 Units message like this:

 CSH 60 UNITS: ASSURANCE OF PROGRESS TO DEGREE POLICY

Not Satisfied: CSH 60 UNITS: ASSURANCE OF PROGRESS TO DEGREE POLICY (RG-24079)

The College of Science and Health is committed to student success and completion of a baccalaureate degree in a timely manner. Students must have a declared academic major* after the completion of 60 credits. For programs requiring an application for admission, students must be admitted to that program or have a qualifying second major** after the completion of 60 credits.

* The undeclared major is not an academic major.
** A qualifying second major will not have a competitive application process.

Students who do not meet this requirement will

- (1) have an advising hold placed on their registration for the next semester;
- (2) be required to make an appointment with staff in the College of Science and Health Academic Services Office to discuss plans for degree completion and to request removal of the advising hold.

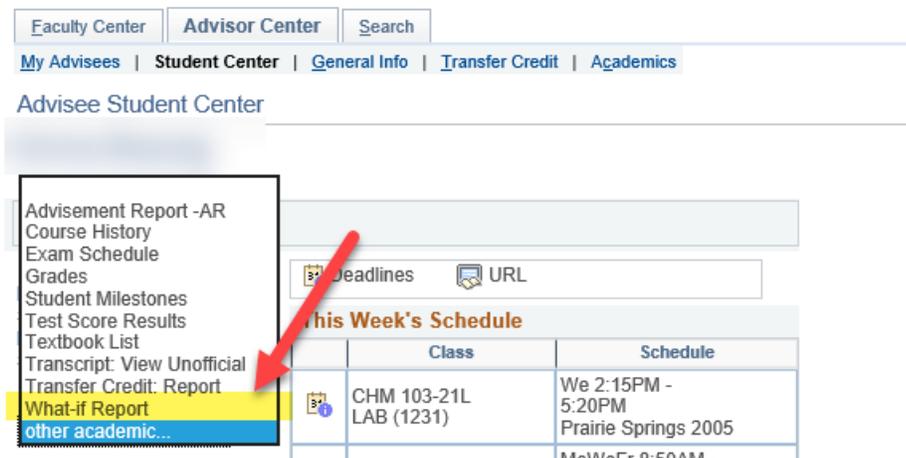
To return to your Advisee's Student Center, click on the **Cancel** at the bottom.

Cancel

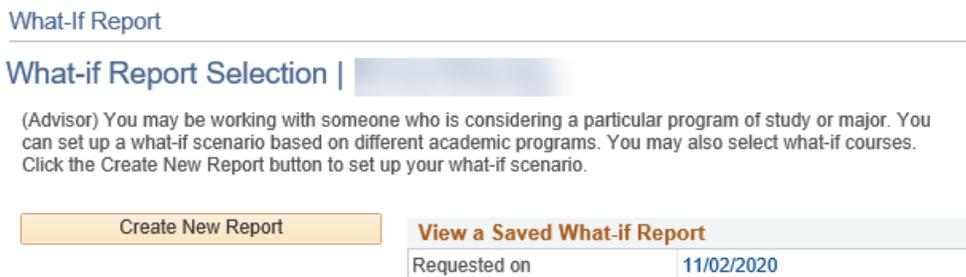
➤ **Viewing the What If Advisement Report**

Your advisee student may be considering switching a program of study or major. The What-If Report fits the student's in-progress and completed courses into a speculative Advisement Report. The report also allows What-If courses to be entered to see how they will change the student's current or possible Advisement Report.

1. In your advisee's Student Center, select **What-If Report** from the drop down in the Academics section, and then click the arrow.



2. Select **Create New Report**.



If there is one, you can view a saved report by clicking on the date. It will include updates from classes registered or completed since that report was run. Only one report will be saved at a time, and it will always be the last report run. You can't make changes to the criteria selected in a saved report, but you can load it into a new report.

3. When Create New Report is selected, you are taken to the **Create a What-if Scenario** page. The **Program Scenario** section defaults to the current college/program and major/minor of the student. That is the section that can be updated.

Another important field to note is the **Catalog Year** for the student, under the **Career Scenario**. The Catalog Year is used to determine which requirements a student must meet in a program. Departments and colleges continuously update program requirements to meet the changing needs of the students and accreditation standards. However, to make sure the student is not detrimentally affected by any changes and other administrative reasons, a current student's specific requirements do not change every time the department changes their program. The student's requirements remain the same as what was published in the catalog at the time of their admittance to UWL.

Our sample student is currently undeclared in the College of Science and Health. This student was first admitted in the Fall of 2019, so that is the catalog year used to build the AR requirements.

What-If Report

Create What-if Scenario | [Redacted]

(Advisor) You may be working with someone who is considering a particular program of study or major. Using this page, you can set up a what-if scenario based on different academic programs. You may also select what-if courses.

Select the Submit Request button to request a degree progress report for the individual based on what-if information you provided.

[Return to Report Selection](#)

Career Scenario

Select a career for which you want the change to take place.

Institution	Career	Catalog Year
UW-La Crosse	Undergraduate	Fall 2019

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Concentration
College of Science & Health	Undeclared-Col of Sci & Health	n/a
None	None	None
None	None	None

Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

Browse Course Catalog

What-If Course List	Personalize View All  First	1 of 1	Last
Course			

[Submit Request](#)

- Select up to three plans, with the first major always going in the first row. The **Concentration** field has no options because UWL creates separate majors for each concentration. The different emphases and concentrations will be listed under Area of Study.

In this example, the student wants to see what a major in Biology with a minor in Physics and a Pre-Chiropractic Track would change the Advisement Report. The Academic Program will remain the College of Science and Health for all three tracks because the first major of Biology is in the College of Science and Health.

The options in the drop downs are restricted to the options available for that college/program.

- Only 1st majors will be in the first row for **Area of Study**, based on the college/school selected. For example, no CBA majors will show up if the College of Science and Health is selected.
 - 2nd majors, minors, pre-professional programs will show in the next two rows.
 - The majors/minors/programs available are based on the catalog year. Many times departments want new programs to be available for all students. But there are other times the departments want the new program to only be available for new students. In that case, the new program would not appear for students on an older catalog year.
- Now that the programs have been selected, click **Submit Request** to see how the student's Advisement Report would look based on the new selections.

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Concentration
College of Science & Health	BIO: Biology BS	n/a
College of Science & Health	PHY: Physics Minor	n/a
College of Science & Health	Pre-Chiropractic Track	n/a

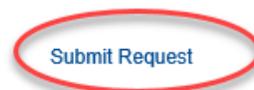
Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

Browse Course Catalog

What-If Course List Personalize | View All | First 1 of 1 Last

Course



- Once you have reviewed the AR, click **Cancel** at the bottom to return to the advisee's Student Center and start over.

Course Scenarios

1. To see whether a certain course will satisfy a requirement in the AR on the What-If Scenario page, scroll farther down and search for the course using **Browse Course Catalog**.

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Concentration
College of Science & Health	Undeclared-Col of Sci & Health	n/a
None	None	None
None	None	None

Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

[Browse Course Catalog](#)

What-If Course List [Personalize](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Course

[Submit Request](#)

2. Locate the subject using the alphabetical links at the top.

What-If Report

Select Course for What-if Scenario

A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

[Collapse All](#)

[Expand All](#)

[Cancel](#)

Select subject code to display or hide course information.

▶ [ECE - Early Childhood Education](#)

3. Then click on the green arrow next to the subject to see the list of courses for that subject.

Course Nbr	Course Title	Typically Offered	Select
100	Introduction to Ethnic and Racial Studies	Fall, Winter, Spring, Summer	Select
207	Multicultural Literature of the United States	Fall, Spring	Select
210	Literature of Black America	Fall, Spring	Select
215	African American Authors	Fall, Spring	Select
220	Introduction to Ethnic and Racial Stereotypes in the Media	Fall, Spring	Select
253	Introduction to Wisconsin Indians	Fall, Spring	Select
300	Topics and Symposium in Minority Studies	Occasionally	Select

4. Select the course's title to see the **Course Details**. On the Course Detail screen, you can use the **View Class Sections** to see if it will be scheduled soon and learn more about the course. However, you cannot add individual sections to the report.

5. Click **Return to Select Course for What-If Scenario** to go back and select the course to add to the report.

[Return to Select Course for What-if Scenario](#)

ERS 100 - Introduction to Ethnic and Racial Studies

Course Detail

Career	Undergraduate	View Class Sections
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture Required	
Campus	La Crosse	
Academic Group	College of Arts, Soc Sci & Hum	
Academic Organization	Ethnic and Racial Studies	

Enrollment Information

Typically Offered	Fall, Winter, Spring, Summer
Course Attribute	GE03: Minority Culture/Multiracial Women's Studies

Description

An examination of the persistence of minority and ethnic problems in the United States and consideration of the contributions, parallels, similarities, and differences between and among ethnic and minority groups.

[Return to Select Course for What-if Scenario](#)

Once selected, the course will appear on the What-If Scenario page in the **Course Scenario** section.

- Choose the term in which the student believes they will take the course. The term will default to the next one. If you aren't sure when the student will take the course, you can run the report with the defaulted term. Entering the correct term helps keep track when the student thinks they will take it. **IMPORTANT: The term field on this page does NOT indicate when the course will be offered.**

Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

[Browse Course Catalog](#)

What-If Course List

Course	Description	Units	Requirement Designation	Grade	Delete
ERS 100	Introduction to Ethnic and Racial Studies	3.00	GE03: Minority Cultures	<input type="text"/>	

Submit Request

Term dropdown menu: Fall 2021, Fall 2022, Fall 2023, Fall 2024, Spring 2021, Spring 2022, Spring 2023, Spring 2024, Spring 2025, Summer 2021, Summer 2022, Summer 2023, Summer 2024, **Winter 2021**, Winter 2022, Winter 2023, Winter 2024, Winter 2025

Page navigation: First 1 of 1 Last



- Enter a grade in the **Grade** field to verify whether getting a certain grade in a class will satisfy a section of the AR. Example: students are required to earn a "C" or better in ENG 110 in order to satisfy the College Writing requirement.
- Use the trash can icon next to the course if you have changed your mind about including it. When ready, click **Submit Scenario**.
- Like with the My Planner AR, if the course satisfies the requirement, that section will now appear closed. Use the green arrow to open the section and see the course. A question mark will show in the **Status** column.

GE03: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES

Satisfied: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES - 3 Units Required (RQ-20015)

Minority Cultures or Multiracial Womens Studies

Satisfied: Minority Cultures or Multiracial Womens Studies - 3 Units Required (LN-010)

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ERS 100	Int Ethnic/Racial Studies (ES)	3.00	Spring 2021		?
(***)	View Course Details				
ANT 362	Hmong Americans (ES)	3.00	Occasionally		
ANT 375	Language/Power/Inequality (ES)	3.00	Occasionally		
ECO 336	Women in the U.S. Economy (ES)	3.00	Fall, Spring		

If you can't find the course under the requirement you were checking, it may have fallen into a different category. If it doesn't fall into any requirement, it will fall into the **Courses Not Allocated** section, which is normally a collapsed section.

▼ COURSES NOT ALLOCATED (UGRD)

COURSES NOT ALLOCATED (UGRD) (RG-20601)

Courses Not Allocated (UGRD)

Courses Not Allocated (UGRD) (RQ-20273)

▼ **Courses Not Allocated (UGRD)**

Courses Not Allocated (UGRD)

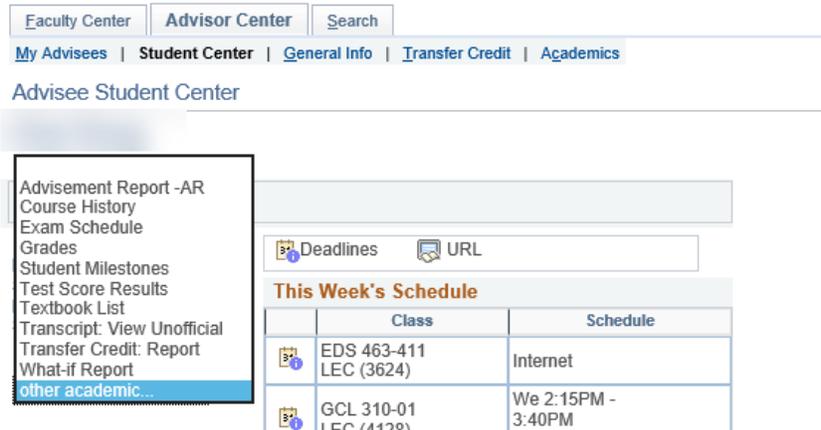
The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ANT 196	Introduction Linguistic Anth	3.00	Fall 2021		?
PH 204	Introduction to Global Health	3.00	Fall 2020		◇
HP 106	Intro to Health Careers	2.00	Spring 2020	A	✔

Tip: All courses in the AR fall into the Course Enrollments/Academic Standing section at the top and, up to 120 credits, the University Requirements for Graduation section.

➤ **Miscellaneous "Other Academic" Drop Down items**

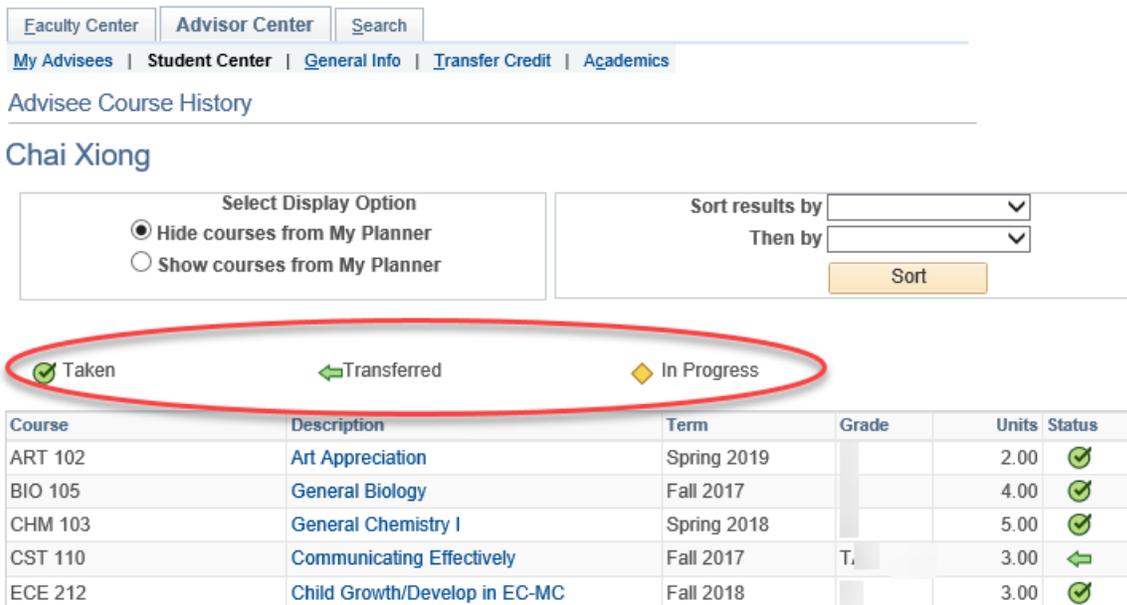
In your advisee's Student Center, the drop down menu in the Academic section contains a variety of links to additional useful academic information. For each of the following pages, go to the drop down menu and select the appropriate option. Then use the  arrows to go to that page.



The screenshot shows the 'Advisee Student Center' page. A dropdown menu is open, listing various options. The option 'Other Academic...' is highlighted in blue. Other options include 'Advisement Report -AR', 'Course History', 'Exam Schedule', 'Grades', 'Student Milestones', 'Test Score Results', 'Textbook List', 'Transcript: View Unofficial', 'Transfer Credit: Report', and 'What-if Report'. Below the dropdown, there are sections for 'Deadlines', 'URL', and 'This Week's Schedule'.

○ **Course History**

Select **Course History** from the drop down menu. This is a course list that includes all of the student's completed, transferred, and currently enrolled courses. The list includes the pre-registered courses for a future term and can be filtered to include the My Planner courses. In addition, the history shows final grades all in one place and the terms in which the course was taken or transferred. This is a handy list to quickly see what courses the student has on their record & their grades, especially transfer courses. (To view GPAs, go to the **Grades** page or pull up an unofficial transcript instead.)



The screenshot shows the 'Advisee Course History' page for 'Chai Xiong'. It includes a 'Select Display Option' section with radio buttons for 'Hide courses from My Planner' (selected) and 'Show courses from My Planner'. There is also a 'Sort results by' and 'Then by' section with dropdown menus and a 'Sort' button. Below this is a legend for course status: 'Taken' (green checkmark), 'Transferred' (green arrow), and 'In Progress' (yellow diamond). A red oval highlights the legend. The main table lists courses with columns for Course, Description, Term, Grade, Units, and Status.

Course	Description	Term	Grade	Units	Status
ART 102	Art Appreciation	Spring 2019		2.00	✓
BIO 105	General Biology	Fall 2017		4.00	✓
CHM 103	General Chemistry I	Spring 2018		5.00	✓
CST 110	Communicating Effectively	Fall 2017	T	3.00	←
ECE 212	Child Growth/Develop in EC-MC	Fall 2018		3.00	✓

If a course is missing **and** your advisee says they sent in the correct transcript/form, contact the appropriate office to verify.

- AP/CLEP credit - Records & Registration
- Retroactive credit - if a form was not filled out at the beginning of the class, the instructor of the class in which the credit was earned; if a form was filled out, Records and Registration
- Credit By Exam - Records & Registration
- Transfer credit - Admissions

Tip: A "TIP" grade means "transfer in progress" and the university has either not gotten or has not yet processed the transcript with the final grades More information about transfer credit will be in a later section.

The order of the list can also be sorted by Course, Description, Grade, Status, Term, and Units.

The image shows a user interface with two main sections. The first section is titled "Select Display Option" and contains two radio buttons: "Hide courses from My Planner" (which is selected) and "Show courses from My Planner". The second section is titled "Sort results by" and "Then by". A dropdown menu is open, showing the following options: "Course", "Description", "Grade", "Status", "Term", and "Units".

To return to the advisee's Student Center, click the small **Cancel** link at the very bottom.

Important: Do not print out or save screenshots with number of credits/grades/GPA/class schedules on them if they can be identified to a student unless essential. Student information stored in electronic format must be secure and available only to those entitled to access that information. Best practice is to refer back to the information in WINGS itself when needed rather than printing out a copy.

○ **Exam Schedule (Final Exams)**

UWL's final exam schedule assigns time slots based on when the class normally meets during the week. The classes rotate to a new final exam spot each semester. The **University Final Exam Schedule** is the chart that shows how the slots will be assigned for the term. This schedule can be found on the Record's website here:

<https://www.uwlax.edu/records/faculty-staff-resources/final-exam-schedule/>

A student's personal final exam schedule is entered into WINGS 4-6 weeks after the semester has started. Go to **Exam Schedule** in the drop down menu (or from the **View Final Exam Schedule** link on the student's Weekly Schedule). Select the correct term, if given the option.

All courses with a regularly assigned semester meeting time will have a final exam time listed. **Classes that are entirely online asynchronous will not be listed, but may still have a final.** Students should always also check the syllabus for more details about the final exam.

Advisee Exam Schedule

Select Display Option List View Weekly Calendar View

2020 Fall | UW-La Crosse Change Term

Class	Description	Exam Type	Exam Date	Schedule	Room
HPR 105-412 (1725)	Hlthy Actv Lifestyl (Lecture)	Mass Exam	12/17/2020	12:15PM - 2:15PM	Internet
TSL 340-01 (4947)	The Study of Language (Lecture)	Final	12/18/2020	2:30PM - 4:30PM	Morris 305
GCL 310-01 (4128)	Theories/Rsrch 2nd Lang Acquis (Lecture)	Final	12/19/2020	7:45AM - 9:45AM	Graff Main 247
TSL 400-01 (5215)	TESOL Policies and Programs (Lecture)	Final	12/21/2020	4:45PM - 6:45PM	Centennial 3214

The schedule can be viewed in a calendar view by clicking the **Weekly Calendar View** option. Use the **Next Week** button to see additional days of finals week, if necessary.

<< Previous Week **Week of 12/14/2020 - 12/20/2020** Next Week >>

Show Week of 12/17/2020 Start Time 7:00AM End Time 9:00PM Refresh Calendar

Time	Monday Dec 14	Tuesday Dec 15	Wednesday Dec 16	Thursday Dec 17	Friday Dec 18	Saturday Dec 19	Sunday Dec 20
7:45AM						GCL 310 - 01 Lecture (Final Exam) 7:45AM - 9:45AM Graff Main Hall 247	
8:50AM							
9:25AM							
11:00AM							
12:05PM				HPR 105 - 412 Lecture (Mass Exam) 12:15PM - 2:15PM Internet INTERNET			
1:10PM							
2:15PM							
3:20PM					TSL 340 - 01 Lecture (Final Exam) 2:30PM - 4:30PM Morris Hall 305		
4:25PM							

Tip: If the page says "an exam schedule is not available for this term," the final exam schedule has not been entered into WINGS yet.

- **Grades**

Select **Grades** in the drop down, and then select the appropriate term. Grades are presented one term at a time. **If looking for the most current cumulative GPA, select the term with the most recent grades.** Click **Continue** to move on or **Cancel** to go back to the main Student Center.

Select a term then select **Continue**.

	Term	Career	Institution
<input type="radio"/>	Spring 2021	Undergraduate	UW-La Crosse
<input type="radio"/>	Fall 2020	Undergraduate	UW-La Crosse
<input checked="" type="radio"/>	Spring 2020	Undergraduate	UW-La Crosse
<input type="radio"/>	Fall 2019	Undergraduate	UW-La Crosse

The grades for the term are listed at the top. Select Change Term to see grades on courses for a different term.

The **Term Statistics** section shows the number of credits (a.k.a. Units) taken and the GPA calculation for four categories:

1. From Enrollment - credits, points, or GPA for the chosen term only
2. UWL Cumulative Total - total credits, points, or GPA for all UWL classes
 - a. **This is the data used to verify current class standing (FR, SO, JR, SR) and current GPA.**
 - b. When calculating projected class standing (FR, SO, JR, SR), the system will include in progress UWL credit but exclude in progress transfer credit. See the **In Progress** definition further down.
3. Transfer Cumulative Total - total credits, points, or GPA for all transfer classes/test credits
4. Combined Cumulative Total - total credits, points, or GPA for UWL and transfer classes combined

Units Toward GPA are the credits **Taken** or **Passed** that will count toward the GPA calculation. Each of the four categories above may have a separate number of credits that count toward the GPA. GPAs do not include grades such as remedial grades, satisfactory/unsatisfactory, or passing (P) grades. Transfer GPAs are calculated separately.

Units Not for GPA are the credits **Taken** or **Passed** that do not count toward the GPA. Each of the four categories above may have a separate number of credits that do not count toward the GPA.

Academic Standing is the academic eligibility calculated for the term. This is calculated and will appear on the Grade Due Date for the term.

Advisee Grades

Spring 2020 | Undergraduate | UW-La Crosse



▼ **Class Grades - Spring 2020**

Official Grades						
Class	Description	Units	Grading	Grade	Grade Points	
ENG 110	College Writing	3.00	Graded	A	12.000	
HIS 110	World History	3.00	Graded	AB	10.500	
HP 106	Intro to Health Careers	2.00	Graded	A	8.000	
MTH 150	College Algebra	4.00	Graded	A	16.000	
MUS 105	Music Appreciation	2.00	Graded	A	8.000	

▼ **Term Statistics - Spring 2020**

	From Enrollment	UWL Cumulative Total	Transfer Cumulative Total	Combined Cumulative Total
Units Toward GPA:				
Taken	14.000	27.000		27.000
Passed	14.000	27.000		27.000
Units Not for GPA:				
Taken		2.000		2.000
Passed				
GPA Calculation				
Total Grade Points	54.500	95.000		95.000
/ Units Taken Toward GPA	14.000	27.000		27.000
= GPA	3.890	3.510		3.510

Academic Standing

Good Standing

In Progress - if you are viewing a current or future, there will also be an **In Progress** line to indicate the number of credits that have been registered for, but are not completed. In Progress credits are not included in the Taken or Passed totals.

	From Enrollment	UWL Cumulative Total	Transfer Cumulative Total	Combined Cumulative Total
Units Toward GPA:				
Taken		27.000		27.000
Passed		27.000		27.000
In Progress	16.000	16.000		16.000

This information can also be found on the student's **unofficial transcript**. The transcript will display all the terms in one place. More directions on that are further on.

Important: Do not print out or save screenshots with number of credits/grades/GPA/class schedules on them if they can be identified to a student unless essential. Student information stored in electronic format must be secure and available only to those entitled to access that information. Best practice is to refer back to the information in WINGS itself when needed rather than printing out a copy.

○ **Student Milestones**

Select the **Student Milestone** option in the drop down to view their milestones. Milestones will display all on one page. If a student has milestones in more than one college, both colleges will display.

Academic Career: Undergraduate

Academic Program: College of Science & Health
Effective Date: 12/08/2020

Milestone Detail Find First 1-2 of 2 Last

Milestone:	ENGLPLCMNT		
Milestone Nbr:	10		
Academic Plan:			
Name:	English Placement		
Description	Student may enroll in ENG 110		
Milestone Level:	ENG 110	Attempts Allowed:	
Milestone Complete	Completed		
How Completed	Exam Taken	Date Completed	05/22/2019
Milestone:	MATHPLCMNT		
Milestone Nbr:	20		
Academic Plan:			
Name:	Math Placement		
Description	Student may enroll in MTH 051,123,135 or STAT 145		
Milestone Level:	MTH 051	Attempts Allowed:	
Milestone Complete	Completed		
How Completed	Exam Taken	Date Completed	05/22/2019

After reviewing the milestones, click the **Student Center** link at the top to return to the previous page.

- **Test Scores Results**

Select Test Scores Results from the drop down. All of the test scores in our system will display. If you do not see the test listed, we do not have the scores loaded yet, the student did not send us the scores, or the student has not yet taken the test. Check with Counseling and Testing if the student has sent the scores, but they are not appearing in this report. The most common test scores are for ACT, AP, and the Wisconsin Regional Placement Test (WRPT).

Tests												
Test ID ACT ACT Assessment <input type="checkbox"/> Checklist Item Update												
Test Components Personalize Find <input type="text"/> <input type="text"/> First 1-7 of 7 Last												
	Component	Score	%tile	Test Date	Data Source	Acad Level	Letter Score	Date Loaded	Index	Std Admin	Max Score	Min Score
1	COMP			09/01/2018	ACT	5		09/24/2018		<input checked="" type="checkbox"/>	36.00	1.00
2	ELA			09/01/2018	ACT	5		09/24/2018		<input checked="" type="checkbox"/>	36.00	1.00
3	ENGL			09/01/2018	ACT	5		09/24/2018		<input checked="" type="checkbox"/>	36.00	1.00
4	MATH			09/01/2018	ACT	5		09/24/2018		<input checked="" type="checkbox"/>	36.00	1.00
5	READ			09/01/2018	ACT	5		09/24/2018		<input checked="" type="checkbox"/>	36.00	1.00
6	SCIRE			09/01/2018	ACT	5		09/24/2018		<input checked="" type="checkbox"/>	36.00	1.00
7	WRSS			09/01/2018	ACT	5		09/24/2018		<input checked="" type="checkbox"/>	12.00	2.00

Test ID AP Advanced Placement <input checked="" type="checkbox"/> Checklist Item Update												
Test Components Personalize Find <input type="text"/> <input type="text"/> First 1-2 of 2 Last												
	Component	Score	%tile	Test Date	Data Source	Acad Level	Letter Score	Date Loaded	Index	Std Admin	Max Score	Min Score
1	BIO			05/01/2019	AO	5		07/02/2019		<input checked="" type="checkbox"/>	5.00	1.00
2	ENLT			05/01/2019	AO	5		07/02/2019		<input checked="" type="checkbox"/>	5.00	1.00

Test ID WRPT Wisconsin Regional Placement <input checked="" type="checkbox"/> Checklist Item Update												
Test Components Personalize Find <input type="text"/> <input type="text"/> First 1-4 of 4 Last												
	Component	Score	%tile	Test Date	Data Source	Acad Level	Letter Score	Date Loaded	Index	Std Admin	Max Score	Min Score
1	AALG			03/30/2019	AO	0		04/08/2019		<input checked="" type="checkbox"/>	850.00	150.00
2	ENGL			03/30/2019	AO	0		04/08/2019		<input checked="" type="checkbox"/>	850.00	150.00
3	MFUND			03/30/2019	AO	0		04/08/2019		<input checked="" type="checkbox"/>	850.00	150.00
4	TAG			03/30/2019	AO	0		04/08/2019		<input checked="" type="checkbox"/>	850.00	150.00

After reviewing the scores, click the **Student Center** link at the top to return to the previous page.

If there are AP scores in the system that are high enough to earn credit but no AP credit has been awarded in the transfer credit report, contact the Records Office. Similarly, if there are WRPT scores in the system but no milestones, contact the Records Office.

- **Textbook List**

Select **Textbook List** from the drop down menu. The textbook list is not available in WINGS all the time, but will be available for the current semester two weeks before the start of the semester (or on the last day of Fall finals for the Winter term, and last day of Spring finals for the Summer term).

Student Textbooks

Textbooks Find First 1 of 1 Last

Semester Fall 2020 12/08/2020

If a class is dropped within the first week of classes, a student is required to return their textbook within 24 hours.

Personalize | Find | First 1-7 of 7 Last

	Title	Course
1	D016 -FORM 2244- NORTON ANTHOLOGY OF ENGLISH LITERAT	ENG 204 413
2	H790 -FORM 2244- GLOBAL HEALTH 101	PH 204 02
3	I266 -FORM 2244- NORTON ANTHOLOGY OF ENGLISH LITERAT	ENG 204 413
4	I347 -FORM 2244- INTRODUCTION TO PUBLIC HEALTH	PH 200 04
5	J368 -FORM 2244- NORTON ANTHOLOGY OF ENGLISH LITERAT	ENG 204 413
6	J606 -FORM 2244- CHEMISTRY	CHM 103 420
7	K112 -*NO REORDER* FORM 2244- THE BEDFORD INTRODUCTI	THA 110 03

Print This Page

Students can find this list in their Student Center or email themselves the list from the mobile site so it is easier to find on their phone. Here are the directions for emailing the list.

1. Visit www.uwlax.edu/mobile
2. Select the "My Textbooks" icon from the list.
3. When prompted, enter student NetID username or email address.
4. Open the email message to view the course materials list on your phone, tablet, laptop, or desktop, before you come to check out your course materials.
5. When you arrive at Textbook Rental Services, use your phone or mobile device to view your course materials list, rather than printing out a paper copy on-site.

Students do not need to bring the textbook list with them to Textbooks Rental. They just need their student ID. More information about Textbook Rental can be found <https://www.uwlax.edu/textbook-rental/>.

- **Transcript: View Unofficial**

Select **Transcript: View Unofficial** from the drop down. Select **Unofficial Enrollment (Both)** from the drop down on the next page. Then click **View Report**. The transcript should come up in a new window or tab.

Advisee Unofficial Transcript

Choose an institution and report type and press View Report

****This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place****

Academic Institution: UW-La Crosse

Report Type: Unofficial Enrollment (Both)

View Report

View All Requested Reports

The unofficial transcript shows everything the official transcript shows, including all courses taken, all transfer courses and test credit that has been awarded, grades, academic standing, and GPA. The only difference between unofficial and official is that all milestones are visible on the unofficial transcript. Only some milestone get printed on the official one.

Important: Do not email transcripts. Transcripts should be sent by university mail or by fax if needed for educational purposes within the university. Do not send transcripts outside of the university without express written consent from the student. Do not print out transcripts unless essential for work. All data on the transcript should be considered protected FERPA information and not released without express written permission from the student.

If you don't see a new window or tab, but see the below screen, you probably have a popup blocker on your browser. Turn off the popup blocker and click **View Report** on the page and it should come up. Or start again from the Student Center page.

Advisee Unofficial Transcript

Previous Requests

Personalize | Find | View All | First | 1 of 1 | Last

Request Date	Description	Institution	User ID	Future Release	Requested Print Date	
View Report	12/08/2020	Unofficial Enrollment (Both)	UWLAC	vrahn	Immediate Processing	12/08/2020

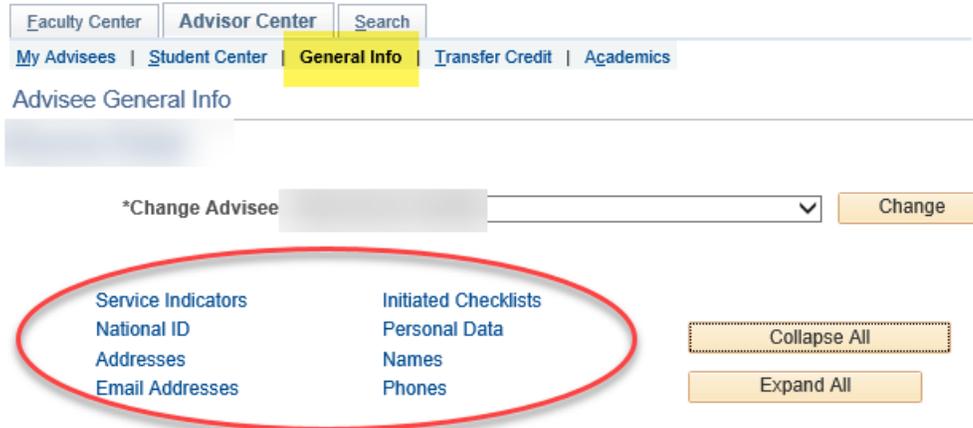
Cancel

Tip: For directions on how to turn off a popup blocker, google "turn off popup blocker in Chrome/Firefox/Safari" into your browser's search bar. Use the browser name that applies to you.

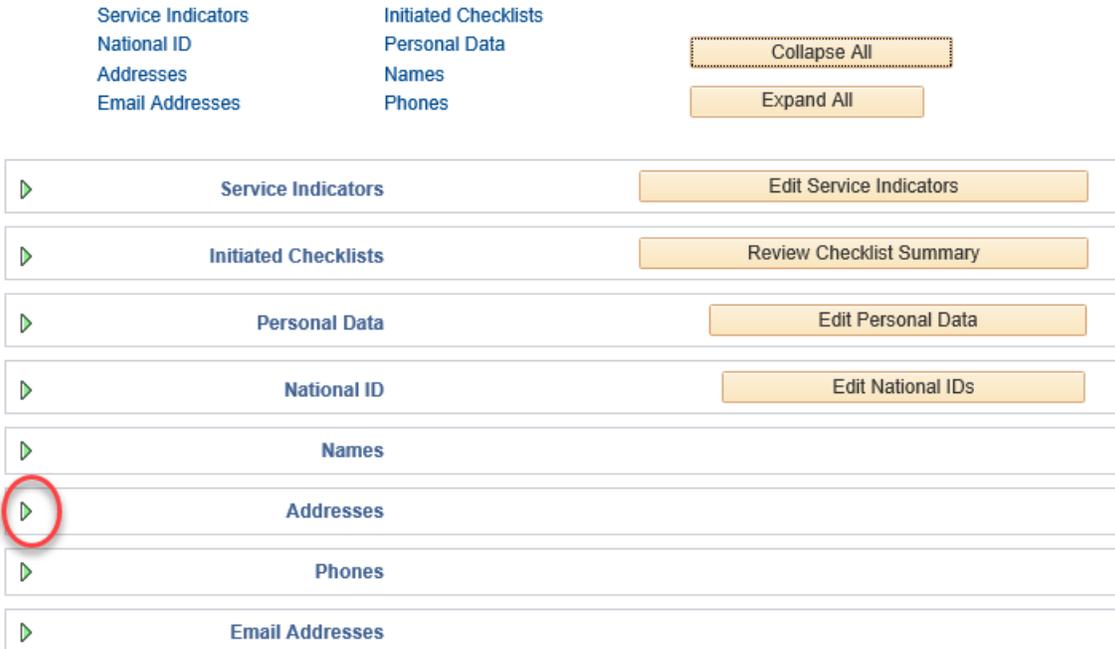
➤ **General Info tab**

The General Info tab has additional personal information about the student and access to the service indicators.

You can navigate to each section quickly by clicking one of the links at the top. The sections can also be collapsed and expanded in order to save time scrolling. To do so collectively, use the **Collapse All** or **Expand All** buttons.



The below is what it looks like collapsed. To expand or collapse sections individually, click the green arrow preceding the section.



Even though there is an "Edit" button by the Personal Data and the National IDs, advisors are not able to edit this data.

- **Service Indicators** display both positive indicators and negative holds. This is the only item on this page that is editable by advisor. More details on how to edit Service Indicators are in the section on Advising Holds.
- Initiated Checklists is usually empty and not applicable for current students.
- **Personal Data** displays **Campus ID/Student ID**.
- **Names** display, as applicable: **Primary** (Legal), **Preferred**, **Former**, and **Degree**.
- **Addresses** display, as applicable: **Home**, **Local**, **Campus**, and **Permanent**.
- **Email Addresses** display both the **UWL Campus email** and the **Personal** email, if any.
- **Phones** display, as applicable: **Cell**, **Home**, **Text**, and **Work**.

Even though a label is visible, advisors may not be able view the student's entire date of birth, social security number, visa/permit data, or citizenship. Access to that data is limited.

How to update a student's personal information:

Current students may update the following themselves:

- Home Address
- Local Address
- All phone numbers
- Personal email
- Degree name
- In addition, Preferred Names can be submitted/changed through the Preferred Name process. The form and more information can be found online at <https://www.uwlax.edu/records/preferred-name/>.

Students should contact Records and Registration if they need to make changes to

- Primary (a.k.a. Legal) Name,
- Social Security Number (a.k.a. National ID), or
- Date of Birth.
- In addition, former students who no longer have a WINGS account should contact Records and Registration to make any changes.

Students should contact the Admissions Office if they need anything updated on

- Marital Status,
- Gender,
- Visa/Permit Data, or
- Citizenship.
- In addition, new first years and new transfers who have not started yet should contact Admissions to make any changes.

Campus addresses are updated by Residence Life. Permanent addresses for international students are updated by IEE.

➤ **Transfer Credit tab & the Transfer Credit Report**

Advisors can see if a student has transfer credit two ways:

- On the **Transfer Credit** tab. Use this tab to quickly see if anything has been posted.
- Selecting **Transfer Credit: Report** from the drop down on the **Student Center** tab. Use this report to review the course details.

Both pages divides the credits into three categories. Most students have only one or two of the different credit types.

1. **Course Credits** - courses & credits transferring in from another institution, both in progress and awarded credits
2. **Test Credits** - credits awarded from tests such as Advanced Placement, CLEP, and IB
3. **Other Credits** - retroactive credits awarded after successfully completing a higher level language or math course; or credits earned by exam

○ **Transfer Credit tab**

The **Transfer Credit tab** indicates if a transcript, test, or other credit has been submitted for review. If there is Course Credit, the institution from which the credit has been sent is listed. If there is nothing under this tab, the university has not gotten any forms, scores, or transcripts for that student. This is a quick way to find out if anything has been posted yet or not. To find out the exact courses transferring, you will need to go to the Transfer Credit: Report.

Faculty Center | Advisor Center | Search

My Advisees | Student Center | General Info | **Transfer Credit** | Academics

Advisee Transfer Credit

*Change Advisee

Course Credits

Model(1)	Statistics(2)				
Source	Career	Institution	Program	Articulation Term	Model Status
Iowa State University	Undergraduate	UW-La Crosse	College of Arts, Soc Sci & Hum	Spring 2020	Posted
Univ of Wisconsin Colleges	Undergraduate	UW-La Crosse	College of Arts, Soc Sci & Hum	Spring 2020	Posted

Test Credits

Model(3)	Statistics(4)				
Career	Institution	Program	Articulation Term	Model Status	
Undergraduate	UW-La Crosse	College of Arts, Soc Sci & Hum	Spring 2020	Posted	

Other Credits

Model(5)	Statistics(6)				
Career	Institution	Program	Articulation Term	Model Status	
Undergraduate	UW-La Crosse	College of Arts, Soc Sci & Hum	Summer 2020	Posted	

If credit has been awarded, there will also be data on this tab about the number of credits/units transferred and GPA on the Statistics tab. Units Transferred only applies to the Test and Other Credits. The other fields record statistics about GPA. Test and Other Credits do not go toward GPAs, so those fields will be blank for those types. Here is example of what the Transfer Credit tab shows:

Course Credits					
Model(1)		Statistics(2)			
Source	Units Transferred	Transfer Passed for GPA	Transfer Taken Not for GPA	Transfer Grade Points	Transfer GPA
Iowa State University		15.000	1.000	56.010	3.734
Univ of Wisconsin Colleges		3.000		9.990	3.330

Test Credits					
Model(3)		Statistics(4)			
Career	Units Transferred	Transfer Passed for GPA	Transfer Passed Not for GPA	Transfer Grade Points	Transfer GPA
Undergraduate	11.000				

Other Credits					
Model(5)		Statistics(6)			
Career	Units Transferred	Transfer Passed for GPA	Transfer Passed Not for GPA	Transfer Grade Points	Transfer GPA
Undergraduate	1.000				

Tip: The model status must say "Posted" in order for the credit to show up on the student's transcript and Course History. If the status says anything besides that, there may have been an issue with the evaluation. You may see "Submitted" in the model status for the Test Credits. That is correct if the student submitted scores but the scores were too low to earn credit.

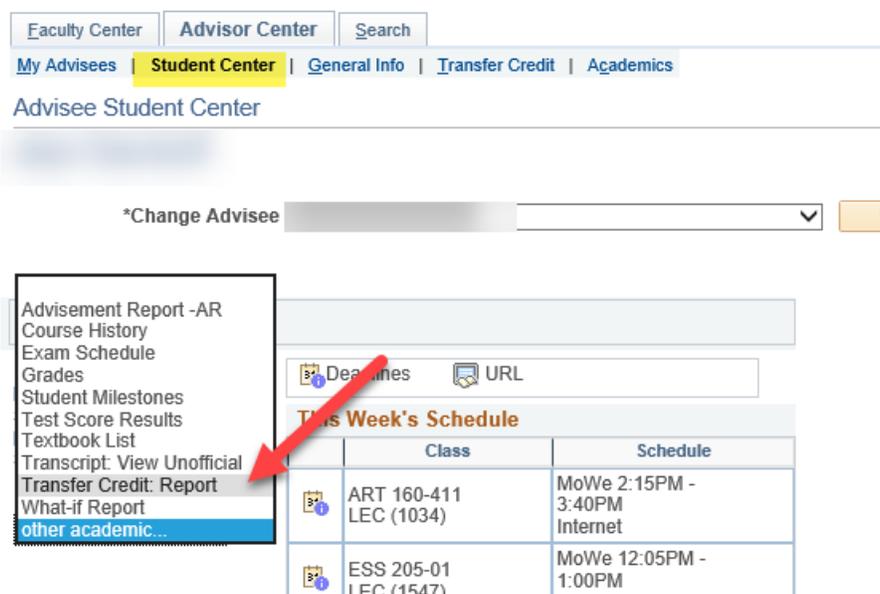
Source	Career	Institution	Program	Articulation Term	Model Status
Iowa State University	Undergraduate	UW-La Crosse	College of Arts, Soc Sci & Hum	Spring 2020	Posted
Univ of Wisconsin Colleges	Undergraduate	UW-La Crosse	College of Arts, Soc Sci & Hum	Spring 2020	Posted

If there is nothing submitted or awarded in any category, the Transfer Credit tab will say "No data available."

No data available.

- **Transfer Credit Report**

The **Transfer Credit Report** has more details than the Transfer Credit tab. To get there, start on the Student Center tab and use the drop down menu in the Academic section to find the **Transfer Credit: Report** option.



Each credit type has its own section. If no credits have been awarded or transferred for that type, the section will show "no credits found."

Advisee Transfer Credit

▼ **Course Credits**

No course credits found.

▼ **Test Credits**

No test credits found.

▼ **Other Credits**

No other credits found.

Course Credits - these are credits from other institutions

Advisee Transfer Credit

▼ Course Credits

Model Nbr	1	Posted			Credit Source Type	External		
Institution	UW-La Crosse				Source Institution	Iowa State University		
Career	Undergraduate							
Program	College of Arts, Soc Sci & Hum							
Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	
Spring 2020	SOC 134	3.00	TIP	Posted	SOC 110	3.000	TA	
Spring 2020	PSYCH 230	3.00	TIP	Posted	PSY 212	3.000	TA	
Spring 2020	PHIL 201	3.00	TIP	Posted	PHL 100	3.000	TB	
Spring 2020	MATH 104	3.00	TIP	Posted	MTH 000P	3.000	TA	
Spring 2020	ENGL 150	3.00	TIP	Posted	GEL 000Q	3.000	TA-	
Spring 2020	PSYCH 112	1.00	TIP	Posted	PSY 000L	1.000	TS	

Model Nbr	2	Posted			Credit Source Type	External		
Institution	UW-La Crosse				Source Institution	Univ of Wisconsin Colleges		
Career	Undergraduate							
Program	College of Arts, Soc Sci & Hum							
Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	
Spring 2020	PSY 330	3.00	TB+	Posted	PSY 241	3.000	TB+	

Each incoming course will show an **Equivalent Course** or Courses if UWL has an equivalency for it. The **Grade Input** is the grade for that course when we first entered the info in WINGS. For the above example, the input was TIP for the courses from Iowa State University, which indicates that those courses were in progress when UWL first got the Iowa transcript. If there is data in the **Grade** column, that indicates we have since received the final transcript for those courses and have entered in the final grades.

Transfer GPA information is not listed in this report. It is listed on the Transfer Credit page, under the Statistics tab, or you may pull up the student's grades or unofficial transcript to see those statistics and totals.

Test Credits - credits awarded for Advanced Placement, CLEP, and IB tests

▼ Test Credits							
Model Nbr	1		Posted				
Institution	UW-La Crosse						
Career	Undergraduate						
Program	College of Arts, Soc Sci & Hum						
Transfer Term	Test ID	Test Component	Score	Status	Equivalent Course	Units	Grade
Spring 2020	AP	BIO	3.00	Posted	BIO 100	4.000	TS
Spring 2020	AP	PSY	5.00	Posted	PSY 100	3.000	TS
Spring 2020	AP	STA	3.00	Posted	STAT 145	4.000	TS
Spring 2020	AP	ENLG	2.00	No Rule		0.000	Score out of range
Spring 2020	AP	ENLT	2.00	No Rule		0.000	Score out of range
Spring 2020	AP	HUG	2.00	No Rule		0.000	Score out of range

Test scores are separated by component, and students may not have taken all sections of the test. If the student has sent us the scores, the results are uploaded into WINGS and matched against our test equivalencies.

Important: The grades awarded for all test equivalencies are **satisfactory** grades, meaning they do not earn points or go toward a GPA. Satisfactory grades cannot be used to meet grade requirements on prerequisites. For example, if a student is awarded PSY 100 for their Psychology AP exam, they will receive a TS. The prerequisite on PSY 331 requires a "C" or better in PSY 100. This student will need to get an override to get into that class because an "S" grade, while passing and earning credit, does not equal a "C" or better.

No Rule in the **Status** column means that those scores did not meet the level needed to award credit or that UWL does not award credit for that component.

Other Credit - retroactive credit or credit by exam

▼ Other Credits					
Model Nbr	1		Posted		
Institution	UW-La Crosse				
Career	Undergraduate				
Program	College of Arts, Soc Sci & Hum				
Transfer Term	Description	Status	Equivalent Course	Units	Grade
Summer 2020	Department Exam	Posted	ESS 201	1.000	S

Retroactive credit and credits by exam require the department and/or instructor approval in order to be awarded. Students that don't see this credit listed should contact the department that handled the form/test.

➤ **Academics tab**

Almost everything on the **Academics tab** can also be seen using one of the options on the Student Center tab.

However, there are several things that can be more easily in the **Institution/ Career/ Program** section at the top.

- Has the student student has filed their intent to graduate? Check the **Expected Graduation** line.
- The student's major(s) and minor(s) are listed with their full titles.
- If the student has changed catalogs for one or more of their major or minor plans, their **Requirement Term** will have been updated. That term can be viewed here.

Faculty Center | **Advisor Center** | Search

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | **Academics**

Advisee Academics

*Change Advisee

Institution / Career / Program

UWLAC - UW-La Crosse
 UGRD - Undergraduate
 SAH - College of Science & Health

Program	SAH	College of Science & Health
Student Career Nbr	0	
Status	Active in Program	as of 09/14/2020
Admit Term	2204	2019 Fall
Expected Graduation	2217	2021 Spring
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	BIOBMD.BS	BIO: Biomedical Science BS 2019 Fall
Requirement Term	2204	
Plan	CHM.M	CHM: Chemistry Minor 2019 Fall
Requirement Term	2204	
Plan	PA.PRE2	Pre-Physician Assistant Track 2019 Fall
Requirement Term	2204	

If there is no term listed, the student has not applied to graduate yet.

In the **Term Summary** section at the bottom, the courses the student registered in and/or withdrew from are displayed based on the term selected in the left.

Final grades, current class standing, and projected class standing are also listed.

Term Summary Edit Term Data

UWLAC - UW-La Crosse **Spring 2021**

- UGRD - Undergraduate
 - 2217 - Spring 2021
 - 2216 - Winter 2021
 - 2214 - Fall 2020
 - 2211 - Summer 2020
 - 2207 - Spring 2020
 - 2206 - Winter 2020
 - 2204 - Fall 2019

Eligible to Enroll Yes
 Primary Program SAH College of Science & Health
 Academic Standing Status Data unavailable

Level / Load

Academic Level - Projected Senior
 Academic Level - Term Start Senior
 Academic Level - Term End Senior
 Approved Academic Load Full-Time
 Academic Load Three Quarter Time

Classes

Enrolled
 Dropped
 Wait Listed

Class	Description	Units	Grading	Grade	Status
BIO 333-11L (1119)	Radiation Biology (Lab/Studio)		Non-Graded		✓
BIO 333-411 (1117)	Radiation Biology (Lecture)	3.00	Graded		✓
BIO 408-10L (1058)	Developmental Biology (Lab/Studio)		Non-Graded		✓
BIO 408-01 (1057)	Developmental Biology (Lecture)	4.00	Graded		✓
BIO 491-01 (1066)	Capstone Seminar in Biology (Lecture)	1.00	Graded		✓
MUS 105-411 (1801)	Music Appreciation (Lecture)	2.00	Graded		✓
MUS 105-410D (2470)	Music Appreciation (Discussion)		Non-Graded		✓

Statistics

	From Enrollment	Combined Term Total	UWL Cumulative Total	Transfer Cumulative Total	Combined Cumulative Total
Units Toward GPA:					
Taken			31.000	69.000	100.000
Passed			31.000	69.000	100.000
In Progress	10.000	10.000	24.000		24.000
Units Not for GPA:					
Taken					
Passed					
In Progress					
Transfer Units					3.000
GPA Calculation					
Total Grade Points			95.500	225.680	321.180
/ Units Taken Toward GPA			31.000	69.000	100.000
= GPA			3.080	3.270	3.210

[Term History](#)

Status is unavailable because grades have not come out for this term yet.

The statistics at the very bottom update depending on what term is select. Therefore, in order to see the most recent GPA, you should select the most recent term. Also, in progress credit is also listed, if applicable, so be sure to take that into account when reviewing those statistics. In Progress credit will not be included in Taken or Passed totals.

➤ **Advising Holds (a.k.a. Service Indicators)**

Service Indicators are either positive (red star) or negative (red circle with line through it) and come in many shapes and forms. **Positive service indicators** are generally financial aid related and help that office keep track of where students are in the financial aid process. Student do not have to take any action about positive service indicators.

Negative service indicators are similar to To Do tasks but come with restrictions on university services to encourage students to complete those tasks. The most common ones are balance due holds and advising holds. Negative service indicators can prevent students from getting their transcripts and from registering or dropping classes.

This image below is taken from the General Info tab, under the Service Indicators section.

Type	Details	Start Term	End Term	Start Date	End Date	Department
★	3/4 Tm Fin Aid Refund Release	2020 Fall	2020 Fall			Financial Aid Office
⊘	Cashiers-Balance Due	2020 Fall		11/11/2020		Budget & Finance

The negative service indicators are also called **Holds** and appear in the Student Center in the Holds section. For the sample student above, in their Holds section, you will only see the negative indicator listed.

[s to View/Pay Bill](#)

▼ **Holds**

Cashiers-Balance Due

[Details ▶](#)

▼ **To Do List**

No To Do's.

▼ **Enrollment Dates**

Shopping Cart Appointment

Advisors are responsible for removing **ADV (regular advising)**, **PRB (Probation advising)**, and **WARN (Warning advising)** service indicators on their own advisees. They may also add ADV (regular advising) service indicators to their advisees if needed. If only certain individuals need the hold, it is best for the advisor to add it. If all of the students on your advisee list need the ADV hold, contact Records and Registration for assistance.

- **Removing**

Removing advising holds can be done in several ways.

1. **Remove holds one student at a time on the My Advisee List in your Advisor Center** - this list will have a column labeled **Remove Hold** and a button with the same name next to each student that has a hold. Click on the button next to the student to remove hold.

My Advisees

Select display option
 Link to Photos Include photos in list

Notify	Photo	Name	ID	View Student Details	Plans	Level	New Student Admit Type	Remove Hold
1	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Junior		
2	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		
3	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Sophomore		
4	<input type="checkbox"/>			View Student Details	BIO.BS, CHM.M, PA.PRE2	Sophomore		<input type="button" value="Remove Hold"/>
5	<input type="checkbox"/>			View Student Details	BIO.BS, MTH.M, PA.PRE2 ...	Sophomore		
6	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, SAHBS.PROP	Senior		

A message will pop up asking you to confirm. Click **OK** to continue.



Now the advising hold has been removed from that student. For students that have both an ADV hold and a WARN or PRB hold, this button will remove both of them at the same time.

Notify	Photo	Name	ID	View Student Details	Plans	Level	New Student Admit Type	Remove Hold
1	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Junior		
2	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		
3	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Sophomore		
4	<input type="checkbox"/>			View Student Details	BIO.BS, CHM.M, PA.PRE2	Sophomore		<input type="button" value="Remove Hold"/>
5	<input type="checkbox"/>			View Student Details	BIO.BS, MTH.M, PA.PRE2 ...	Sophomore		
6	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, SAHBS.PROP	Senior		

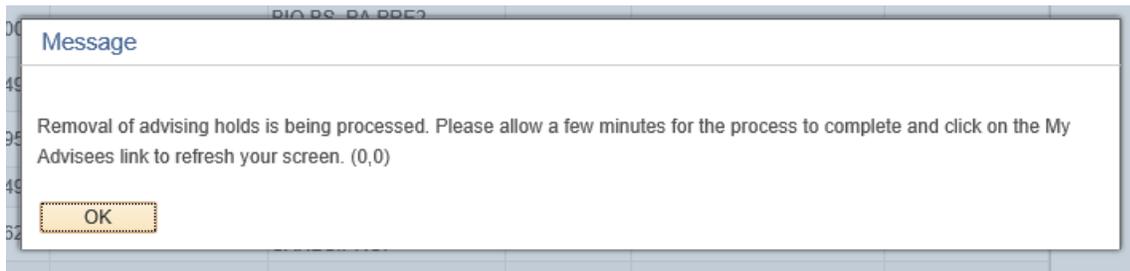
Tip: The Remove Hold column appears if even a single advisee on your list has an advising hold. The column disappears if none of your advisees have one of those holds.

- Remove all advising holds from all of your advisees at the same time in the My Advisee List. Scroll to the bottom of the advisee list and click on **Remove All Advisee Holds**.

142	<input type="checkbox"/>		View Student Details	BIO.BS, ERS.M, PA.PRE2	Senior		
143	<input type="checkbox"/>		View Student Details	BIO.BS, PA.PRE2, PSY.M	Senior		
144	<input type="checkbox"/>		View Student Details	BIO.BS, PA.PRE2, PSY.M	Senior		
145	<input type="checkbox"/>		View Student Details	BIOBMD.BS, PA.PRE2, PSY.M	Junior		
146	<input type="checkbox"/>		View Student Details	BIO.BS, PA.PRE2, SAHBS.PROP	Freshman		

[View data for other students](#)

A message will pop up asking you to confirm. Click **OK** to continue. Click **OK** again on the second message and then click **My Advisees** at the top to refresh list.



You will know it worked because the **Remove Hold** column will be gone.

[Faculty Center](#) | [Advisor Center](#) | [Search](#)
[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)
[My Advisees](#) Click to refresh

Select display option
 Link to Photos Include photos in list

Notify	Photo	Name	ID	View Student Details	Plans	Level	New Student Admit Type
1	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Junior	
2	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior	
3	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Sophomore	
4	<input type="checkbox"/>			View Student Details	BIO.BS, CHM.M, PA.PRE2	Sophomore	
5	<input type="checkbox"/>			View Student Details	BIO.BS, MTH.M,	Sophomore	

Column is now gone

3. **Remove holds one at a time using the Manage Service Indicator page.** Go to the **General Info** tab of your advisee's Student Center and find the Service Indicator section. Click on **Edit Service Indicators**.

Service Indicators  Edit Service Indicators

★ Positive ❌ Negative

Service Indicators Personalize | View All | First 1 of 1 Last

Type	Details	Start Term	End Term	Start Date	End Date	Department
❌	Advising-Block Enrollment	2021 Spring		12/10/2020		UW - La Crosse

On the Manage Service Indicators page, click on the linked code.

Manage Service Indicators

Display Effect Institution Refresh 

[+ Add Service Indicator](#)

Service Indicator Summary Personalize | Find | View All | First 1

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date
D01	Advising-Block Enrollment	Advising Required	UWLAC	2217	Spr 2021		12/10/2020

[+ Add Service Indicator](#)

Click the Release button at the top.

Edit Service Indicator

 Release

*Institution UW-La Crosse

*Service Indicator Code Advising-Block Enrollment

*Reason Advising Required

Description

Effect Negative Service Indicator

Click OK to the confirmation question.

Are you sure you want to release this Service Indicator?

You will be returned to the Manage Service Indicators page and the hold will be gone. Click Cancel to get back to the Advisor Center.

Manage Service Indicators

Hanne Anderson 200183792
Display Effect **All** Institution UW-La Crosse Refresh

+ Add Service Indicator

Service Indicator Summary

No Service Indicators are assigned for this person.

+ Add Service Indicator



o Adding

Sometimes advisors accidently remove a hold and need to put it back on. Or you have a particular advisee that you think needs more encouragement to meet with you. Go to the **General Info** tab of your advisee's Student Center and find the Service Indicator section. Click on **Edit Service Indicators**.

*Change Advisee Change

Service Indicators Initiated Checklists
National ID Personal Data
Addresses Names
Email Addresses Phones

Collapse All
Expand All

Service Indicators **Edit Service Indicators**

No service indicators found.



On the **Manage Service Indicators** page, click on **Add Service Indicator**.

Manage Service Indicators

Display Effect **All** Institution UW-La Crosse Refresh

+ Add Service Indicator

Service Indicator Summary

No Service Indicators exist for selected criteria.

+ Add Service Indicator



Complete the Service Indicator page with the following information:

- Service Indicator Code: **D01** (*The International Education & Engagement uses the I01 code.*)
- Reason: **ADV** (*Do not put on the PRB or WARN holds unless you accidentally removed them and need them back. Not all advisors have access to do this. These holds are normally put on by the Records and Registration office.*)
- Start Term: **the term code for the next semester**. Do not use the current term. For example, if putting the hold on during Fall, use the Spring term code.
- Start Date: this will fill in with **today's date**.

Your name will fill in as the person who placed the hold, and the time and date the hold was created are listed at the bottom.

Click **Apply** at the bottom to save. Click **Ok** when done.

Add Service Indicator

*Institution UW-La Crosse

*Service Indicator Code Advising-Block Enrollment

*Reason Advising Required

Description Academic advising is required. Contact your academic advisor for an appointment.

Effect Negative Service Indicator

Effective Period

Start Term Spr 2021 End Term

Start Date End Date

Assignment Details

*Department UW - La Crosse

Reference

Amount Currency

Contact Information

Contact ID

Contact Person

Placed Person ID Placed By

Comments

2000 characters remaining

Services Impacted Personalize | Find | View All | First 1 of 1 Last

Impact	Description	Basis - Date	Basis - Term	Term Category
1 CENR	Block All Enrollment Activity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Indicator Date Time

User ID Flottmeyer,Erin Bowditch

You will be returned to the Manage Service Indicators page and will see the hold listed. Click **Cancel** to return to the **General Info** page where you will see the hold again with the red circle icon.

Manage Service Indicators

Display Effect All Institution UW-La Crosse Refresh

[+ Add Service Indicator](#)

Service Indicator Summary Personalize | Find | View All | | First 1

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date
D01	Advising-Block Enrollment	Advising Required	UWLAC	2217	Spr 2021		12/10/2020

[+ Add Service Indicator](#)

Service Indicators Edit Service Indicators

★ Positive ⊘ Negative

Service Indicators Personalize | View All | | First 1 of 1 Last

Type	Details	Start Term	End Term	Start Date	End Date	Department
⊘	Advising-Block Enrollment	2021 Spring		12/10/2020		UW - La Crosse



The hold will also now be showing on your My Advisee list & in the Holds section. Your advisee will see it in their own WINGS under the Holds section.

Personalize | Find | |

Notify	Photo	Name	ID	View Student Details	Plans	Level	New Student Admit Type	Remove Hold
1				View Student Details	BIO.BS, NUT.M, PA.PRE2	Junior		
2				View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		Remove Hold
3				View Student Details	BIO.BS, NUT.M, PA.PRE2	Sophomore		
4				View Student Details	BIO.BS, CHM.M,	Sophomore		

➤ **View FERPA restrictions on directory information**

Student's educational record is confidential information and cannot be released without express written consent, per FERPA. Directory information is a part of the educational record but is designated as public by the university, and it can be released by the institution for any purpose, at its discretion.

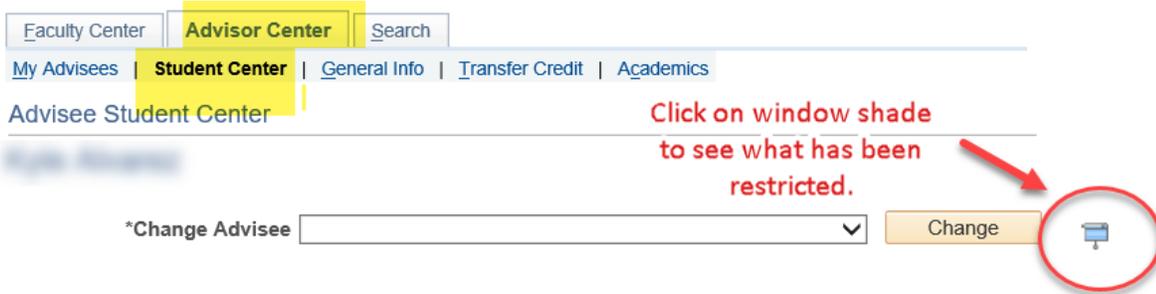
Students have the right to restrict their directory information under FERPA and can use WINGS to do this at any point. If directory information is restricted, it cannot be released to third parties, printed, or published without the student's approval, with some specific exceptions. Some elements considered directory information at UWL are names, local & home addresses and phone numbers, email addresses, and full-time or part-time enrollment.

Navigate to <https://www.uwlax.edu/records/ferpa/> to see UWL's full FERPA policy.

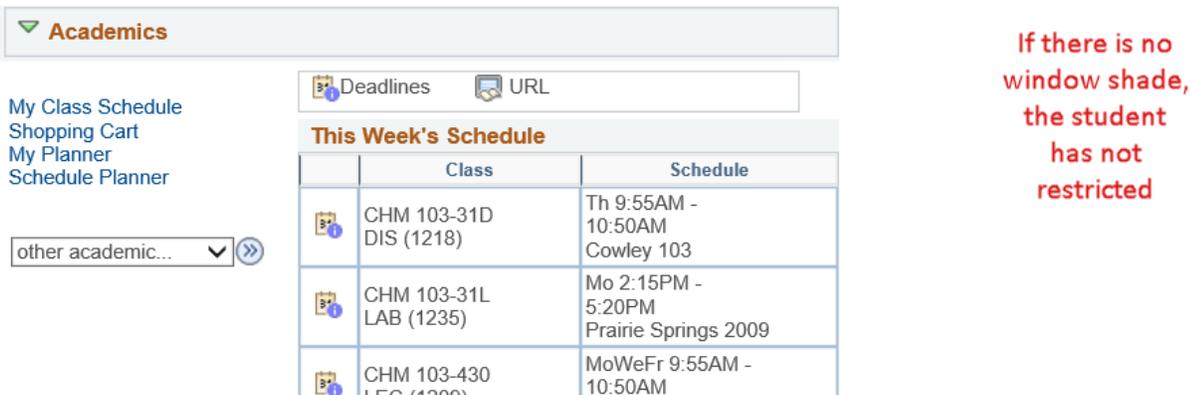
To view the restrictions:

Pull up the student record. If you don't have access to the Advisor Center page, almost any page where you pull up individual student information can be used. The Advisor Center page will be used as an example.

In the top right corner of the information, look for the FERPA: window shade icon.  The icon only shows if there is information to see. If there is



The screenshot shows the top navigation area of the Advisor Center. The 'Advisor Center' tab is highlighted in yellow. Below it, the 'Student Center' tab is also highlighted. A red arrow points to a window shade icon in the top right corner of the page, with the text 'Click on window shade to see what has been restricted.' written in red.



The screenshot shows the 'Academics' section of the Advisor Center. It includes a 'My Class Schedule' link, a 'Shopping Cart' link, and a 'My Planner' link. A table titled 'This Week's Schedule' is displayed, showing three classes: CHM 103-31D DIS (1218), CHM 103-31L LAB (1235), and CHM 103-430. A red arrow points to a window shade icon in the top right corner of the page, with the text 'If there is no window shade, the student has not restricted' written in red.

	Class	Schedule
	CHM 103-31D DIS (1218)	Th 9:55AM - 10:50AM Cowley 103
	CHM 103-31L LAB (1235)	Mo 2:15PM - 5:20PM Prairie Springs 2009
	CHM 103-430	MoWeFr 9:55AM - 10:50AM

Click on the window shade visible.

The next page shows a list of directory information. **Names, addresses, phone, and email have their own categories underneath.** These categories will only show up if there is information that is releasable. If there is no name, address, phone, or email link, then nothing can be released.

Releasable FERPA Directory Information

Bio/Demo Data

	Restricted	Release
Dates of Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Degree Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Degree Candidacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Honors and Awards	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous Institution	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Program/Plan (College/Major)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click on the links at the bottom to see what can be released or printed. If there are no links for name, address, phone, or email, then nothing can be released. The links only show up if there is releasable information. Additional directory info categories are to the left.

[Releasable Name](#) [Releasable Address](#) [Releasable Phone](#) [ReleasableEmail](#)

Return

For example, if a student has restricted their name, it can't be printed or published publicly. In this example, there is a Releasable Name link, so at least one name type is not restricted. Click on the Releasable Name link to see which name is releasable. For example, students should allow only their primary name to be released and restrict their former names.

Releasable Names

If there are names listed, they are not restricted.

Releasable Names

Name Type	Prefix	First Name	Middle Name	Last Name	Suffix
Former					
Primary					

Return

The same goes for the other categories of information: Releasable Address, Releasable Phone, and Releasable Email. Each one needs to be clicked on individually to find out what data is releasable under that category. If the link is not there, then nothing can be released from that category.

Releasable FERPA Directory Information

Student has restricted all academic information, including dates of attendance. If a verification is requested, we could not verify anything.

	Restricted	Release
Dates of Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Degree Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Degree Candidacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Honors and Awards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Institution	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program/Plan (College/Major)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Return](#)

If any name, address, phone, or email were releasable, it would be linked here. Since there are no links, nothing is releasable.

Here is an example of a student who has restricted everything: