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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.
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.
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.

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.
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.

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.

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.
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.
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.

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

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.uwfx.edu/academic-advising-center/faculty-resources/advising-guide-for-students-on-academic-probation/

Complete the Plan for Success form with your advisor. The form is available at http://www.uwfax.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.

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.
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:**

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

**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.
• **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

#### Enrollment Appointments

<table>
<thead>
<tr>
<th>Session</th>
<th>Appointment Begins</th>
<th>Appointment Ends</th>
<th>Max Total Units</th>
<th>Max No GPA Units</th>
<th>Max Audit Units</th>
<th>Max Wait List Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Academic Session</td>
<td>December 4, 2020</td>
<td>January 31, 2021 11:59PM</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
<td>12.00</td>
</tr>
<tr>
<td>First Session - Seven Weeks</td>
<td>December 4, 2020</td>
<td>January 31, 2021 11:59PM</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Second Session - Seven Weeks</td>
<td>December 4, 2020</td>
<td>January 31, 2021 11:59PM</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Dynamic Dates</td>
<td>December 4, 2020</td>
<td>January 31, 2021 11:59PM</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
<td>12.00</td>
</tr>
<tr>
<td>UWSystem Collaborative Program</td>
<td>December 4, 2020</td>
<td>January 31, 2021 11:59PM</td>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>

#### Open Enrollment Dates by Session

<table>
<thead>
<tr>
<th>Session</th>
<th>Begins On</th>
<th>Last Date to Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>UWSystem Collaborative Program</td>
<td>January 26, 2021</td>
<td>February 8, 2021</td>
</tr>
<tr>
<td>First Session - Seven Weeks</td>
<td>February 1, 2021</td>
<td>February 5, 2021</td>
</tr>
<tr>
<td>Regular Academic Session</td>
<td>February 1, 2021</td>
<td>February 12, 2021</td>
</tr>
<tr>
<td>Second Session - Seven Weeks</td>
<td>February 1, 2021</td>
<td>March 26, 2021</td>
</tr>
<tr>
<td>Dynamic Dates</td>
<td>February 1, 2021</td>
<td>May 11, 2021</td>
</tr>
</tbody>
</table>

#### Term Enrollment Limits

<table>
<thead>
<tr>
<th>Max Total Units</th>
<th>Max No GPA Units</th>
<th>Max Audit Units</th>
<th>Max Wait List Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.00</td>
<td>18.00</td>
<td>18.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>
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.

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.

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.
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.
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.

**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.
- **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.

---

**Academic Calendar Deadlines**

<table>
<thead>
<tr>
<th>Stryker Eagle</th>
<th>Fall 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Regular Academic Session</td>
</tr>
<tr>
<td>CHM 103</td>
<td>Section 21L</td>
</tr>
<tr>
<td>Class Start Date</td>
<td>09/08/2020</td>
</tr>
</tbody>
</table>

---

**Drop Calendar**

<table>
<thead>
<tr>
<th>Drop - Retain Record</th>
<th>Last day to drop without a W grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/21/2020</td>
<td>A class dropped on or before this date will not appear on your transcript.</td>
</tr>
</tbody>
</table>

---

**Cancel & Withdrawal Calendar**

<table>
<thead>
<tr>
<th>Cancel</th>
<th>Last day to Drop with a W (same date as Drop-Retain Record)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/07/2020</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdraw without Penalty</th>
<th>Last day to Drop without a W grade (same date as Drop-Retain Record)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/21/2020</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdraw with Penalty</th>
<th>Last day to Drop with a W (same date as Drop with Penalty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/02/2020</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdraw with Greater Penalty</th>
<th>Last day to withdraw from UWL without a medical reason. The full withdrawal policy can be found in withdrawal section of the catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/20/2020</td>
<td></td>
</tr>
</tbody>
</table>
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.

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

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

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.
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.

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

**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)

**Satisfied:** Minority Cultures or Multiracial Womens Studies

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERG 100</td>
<td>Int Ethnic/Racial Studies (ED)</td>
<td>3.00</td>
<td>Spring 2021</td>
<td></td>
<td>⭐</td>
</tr>
<tr>
<td>(***)</td>
<td>View Course Details</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANT 362</td>
<td>Hmong Americans (ED)</td>
<td>3.00</td>
<td>Occasionally</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANT 375</td>
<td>Language/Power/Inequality (ES)</td>
<td>3.00</td>
<td>Occasionally</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO 336</td>
<td>Women in the U.S. Economy (ES)</td>
<td>3.00</td>
<td>Fall, Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFN 205</td>
<td>Understand Human Diffs (ES)</td>
<td>3.00</td>
<td>Fall, Winter, Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 207</td>
<td>Multicult U.S. Lit (ES)</td>
<td>3.00</td>
<td>Fall, Summer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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's Student Center. Click on the Schedule Planner link.

![Schedule Planner link](image)

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

![Select Term](image)

3. You are now on the Plan Schedule screen.

![Plan Schedule screen](image)
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**: 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 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.

   ![Breaks](image)

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

   ![Courses](image)

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.

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.
8. 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.

9. 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.

- **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.
- **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.

**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.
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.
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.
**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](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.

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.
**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.

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.
3. The University Requirements for Graduation section components are requirements at the university level for graduation.

   a. The green checkmark denotes a completed or graded course.
   b. The yellow diamond denotes an in progress course.
   c. 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.
   d. 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.
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.*

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

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


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.
4. 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.

5. 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.

```
<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Area of Study</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Science &amp; Health</td>
<td>BIO: Biology BS</td>
<td>n/a</td>
</tr>
<tr>
<td>College of Science &amp; Health</td>
<td>PHY: Physics Minor</td>
<td>n/a</td>
</tr>
<tr>
<td>College of Science &amp; Health</td>
<td>Pre-Chiropractic Track</td>
<td>n/a</td>
</tr>
</tbody>
</table>
```

6. 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.

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Area of Study</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Science &amp; Health</td>
<td>Undeclared-Col of Sci &amp; Health</td>
<td>n/a</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**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

Submit Request

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

**What-If Report**

**Select Course for What-if Scenario**

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.

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

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.

Once selected, the course will appear on the What-If Scenario page in the Course Scenario section.
6. 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.**

7. 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.

8. Use the trash can icon next to the course if you have changed your mind about including it. When ready, click **Submit Scenario.**

9. 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)

 Minorities or Multiracial Women's Studies

**Satisfied:** Minority Cultures or Multiracial Women's Studies - 3 Units Required (LN-010)

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERS 100</td>
<td>Int Ethnic/Racial Studies (ES)</td>
<td>3.00</td>
<td>Spring 2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANT 362</td>
<td>American Indians (ES)</td>
<td>3.00</td>
<td>Occasionally</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANT 375</td>
<td>Language/Law/Inequality (ES)</td>
<td>3.00</td>
<td>Occasionally</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO 334</td>
<td>Woman in the U.S. Economy (ES)</td>
<td>2.00</td>
<td>Fall, Spring</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>COURSES NOT ALLOCATED (UGRD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSES NOT ALLOCATED (UGRD) (RG-20601)</td>
</tr>
<tr>
<td>Courses Not Allocated (UGRD) (RG-20273)</td>
</tr>
<tr>
<td>Courses Not Allocated (UGRD)</td>
</tr>
</tbody>
</table>

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 195</td>
<td>Introduction LinguisticAnth</td>
<td>3.00</td>
<td>Fall 2021</td>
<td></td>
<td>?</td>
</tr>
<tr>
<td>PH 204</td>
<td>Introduction to Global Health</td>
<td>3.00</td>
<td>Fall 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP 106</td>
<td>Intro to Health Careers</td>
<td>2.00</td>
<td>Spring 2020</td>
<td>A</td>
<td>✔</td>
</tr>
</tbody>
</table>

**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.

- 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.)
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.

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/](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.

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.

**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.
o 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.

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.

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.
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.

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).

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 award 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.
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

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>DO16 -FORM 2244- NORTON ANTHOLOGY OF ENGLISH LITERAT</td>
<td>ENG 204 413</td>
</tr>
<tr>
<td>H790 -FORM 2244- GLOBAL HEALTH 101</td>
<td>PH 204 02</td>
</tr>
<tr>
<td>I266 -FORM 2244- NORTON ANTHOLOGY OF ENGLISH LITERAT</td>
<td>ENG 204 413</td>
</tr>
<tr>
<td>I247 -FORM 2244- INTRODUCTION TO PUBLIC HEALTH</td>
<td>PH 200 04</td>
</tr>
<tr>
<td>J558 -FORM 2244- NORTON ANTHOLOGY OF ENGLISH LITERAT</td>
<td>ENG 204 413</td>
</tr>
<tr>
<td>3606 -FORM 2244- CHEMISTRY</td>
<td>CHM 103 420</td>
</tr>
<tr>
<td>K112 -<em>NO REORDER</em> FORM 2244- THE BEDFORD INTRODUCTION</td>
<td>THA 110 03</td>
</tr>
</tbody>
</table>

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](http://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/](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.

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.

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/](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.
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

<table>
<thead>
<tr>
<th>Source</th>
<th>Units Transferred</th>
<th>Transfer Passed for GPA</th>
<th>Transfer Taken Not for GPA</th>
<th>Transfer Grade Points</th>
<th>Transfer GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iowa State University</td>
<td>15.000</td>
<td>1.000</td>
<td>56.010</td>
<td>3.734</td>
<td></td>
</tr>
<tr>
<td>Univ of Wisconsin Colleges</td>
<td>3.000</td>
<td></td>
<td>9.950</td>
<td>3.330</td>
<td></td>
</tr>
</tbody>
</table>

### Test Credits

<table>
<thead>
<tr>
<th>Career</th>
<th>Units Transferred</th>
<th>Transfer Passed for GPA</th>
<th>Transfer Taken Not for GPA</th>
<th>Transfer Grade Points</th>
<th>Transfer GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>11.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other Credits

<table>
<thead>
<tr>
<th>Career</th>
<th>Units Transferred</th>
<th>Transfer Passed for GPA</th>
<th>Transfer Taken Not for GPA</th>
<th>Transfer Grade Points</th>
<th>Transfer GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>1.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Source</th>
<th>Career</th>
<th>Institution</th>
<th>Program</th>
<th>Articulation Term</th>
<th>Model Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iowa State University</td>
<td>Undergraduate</td>
<td>UW-La Crosse</td>
<td>College of Arts, Soc Sci &amp; Hum</td>
<td>Spring 2020</td>
<td>Posted</td>
</tr>
<tr>
<td>Univ of Wisconsin Colleges</td>
<td>Undergraduate</td>
<td>UW-La Crosse</td>
<td>College of Arts, Soc Sci &amp; Hum</td>
<td>Spring 2020</td>
<td>Posted</td>
</tr>
</tbody>
</table>

If there is nothing submitted or awarded in any category, the Transfer Credit tab will say "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."
Course Credits - these are credits from other institutions

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 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

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.

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.
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.

![Service Indicators Table]

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.

![Holds Section]

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 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.

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.

**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.
2. **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**.

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.
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**.

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

Click the Release button at the top.

Click OK to the confirmation question.
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.

○ Adding

Sometimes advisors accidentally 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.

On the Manage Service Indicators page, click on 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.
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.

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.
➢ 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

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**

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.

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