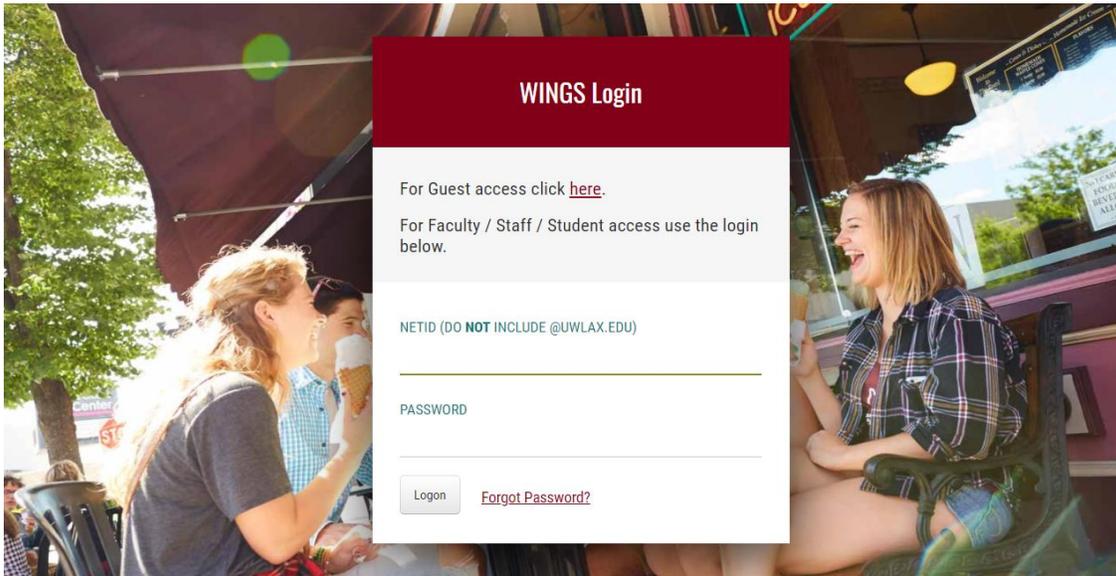


Student Glossary for Understanding WINGS



Academic Career: The level of academic advancement in which the student intends to earn a degree or other recognition. Examples: Undergraduate, Graduate.

Academic Institution: UW-La Crosse.

Academic Load: the amount of credits a student takes during a semester or term. A certain amount is necessary to maintain satisfactory progress toward a degree or to meet financial aid requirements. Full- time, half-time, and other load types are determined by the amount of credits the student is taking.

Academic Plan: An area of study - such as a major, minor, or specialization - that exists within an academic program or academic career. Examples: Computer Science, Pre- Medicine.

Academic Program: The College or School a student is enrolled in. Examples: College of Business Administration, School of Education.

Academic Standing: determined by a student's GPA for a term and cumulatively. UWL uses the following statuses: good standing, academic warning with good standing, probation, and suspension. Suspension means the student is ineligible to continue taking classes at the university; however, suspension can be appealed to the Dean's Office.

Add Permission: electronic permission given in WINGS by the instructor or the department for the student to register for a class. This permission overrides one of three things: if a class has reach it enrollment capacity and is full, if the student has not meet all the prerequisites for the course, or if the course requires instructor permission to register. Instructors may put an early expiration date on the permission to encourage the student to register as soon as possible. Add

permissions work up through the 10th day of a semester, and paper forms must be used after that.

Admit Term: The term and year to which a student first applies to UWL.

Admit Type: The type of applicant the prospective student plans to be. Examples: New Transfer-Undergraduate, New Undergraduate (New First Year), Re-Entry-Undergraduate, Non-Degree Seeking-Undergraduate.

Advisement Report (AR): An advisement report is an evaluation of the credits a student has earned. It includes:

- courses in progress,
- total credits earned at UWL,
- transfer credits,
- retroactive credits,
- AP credits,
- credit by examination credits,
- major and minor credits,
- General Education Program requirements
- college core requirements, and
- UWL's overarching degree requirements.

The advisement report is an unofficial advisory tool that will assist the student and the faculty advisor in determining which degree requirements remain to be completed. A computerized advisement report is prepared for all undergraduate degree-seeking students each semester, prior to registration. The current Academic Advisement Report replaced the old SNAP report in 2009.

Award Summary: A list of financial or in-kind assistance awarded to a student attending UWL. This award is typically in the form of one or more of the following types of financial aid: repayable loan, a non-repayable grant and/or scholarship, and/or student employment.

Billing Career: The tuition level at which the student will be billed for a course. If a student is active simultaneously in multiple careers, those careers are grouped under only one for billing purposes.

Bio-Demographic (Bio-Demo) Data: Basic information about an individual, including names, addresses, telephone numbers, email addresses, gender, ethnicity, etc.

Campus Address: Residence hall or staff office address. Example: Room 234 Coate Hall, 1405 Farwell Street, La Crosse, WI, 54601.

Campus Email Address: UWL's official email address. Students' email is first eight digits of last name, a period, and four randomly assigned digits in front of @uwlax.edu. Employees' email is the initial of first name, up to eight digits of last name in front of @uwlax.edu. Example for students: smith.1234@ uwlax.edu. Example for faculty/staff: jsmith@uwlax.edu.

Campus ID: a UWL student ID number given to students in their admission packet and used in various software applications across campus. A nine digit number that starts with an 8 or a 9.

Canvas: An online learning management system used by some (but not all) instructors at UWL to enhance instruction or to teach courses totally online. It provides an electronic dropbox for assignments, a place to post assignments and quizzes and tests, a way to quickly email students (at UWL email address) and a way to post grades during the school year. Instructors will inform students if they need to use Canvas as part of the class. This system replaced D2L in Fall 2019

Catalog: a listing of all the classes, curricula, academic requirements, academic policies, and student services and activities at the university. UWL produces an undergraduate and graduate catalog online, and new catalogs are published online once a year in June.

Checklist (a.k.a. To Do List): A list of planned or completed action items assigned to a student by an office at UWL.

Class Permission: electronic permission given in WINGS by the instructor or department which allows a student to register him or herself into a section of a class. See also add permissions and drop permissions.

Degree Name: Your name as you wish it to appear on your diploma. Go into your WINGS Student Center and edit "Name" to add a Degree Name. If no degree name is entered, your diploma will show your full legal name as it is currently listed in the system.

Directory Information: certain general information about the student that is designated as public by the university, and it can be released by the institution for any purpose, at its discretion. Students can use WINGS to restrict their directory information at any point by finding the section called Personal Information and looking for the FERPA restrictions or privacy settings. If a student has restricted their name or address, **none** of their information can be released. More information is on UWL's FERPA website. <https://www.uwlax.edu/records/ferpa/>

Drop Permission: electronic permission to drop, given in WINGS by the instructor or department which allows the student to drop a class that has already started. Students must drop the class from their schedule through WINGS before the last day to drop with a W.

Drop with a W: this deadline is the last day a student can drop a course that has already started. A "W" will be placed on the student's transcript indicating the student did not complete enough of the class to be officially graded but did complete enough that it needs to be recorded as an attempt. A "W" is permanent; however, it does not affect GPA. There is no limit on how many "W"s students may have on their record at UWL. This deadline is **not** the same as the tuition refund deadlines.

Drop without a W: this deadline is the last day a student can drop a course that has already started without getting a "W" placed on their record next to the class. If the student drops on or before this deadline, the course is removed from their transcript. For full semester classes, this is the 10th day of class. This deadline is **not** the same as the tuition refund deadlines.

Effective Dating: A means of capturing data for a field over a period of time. Example: on Self-Service screens, a record of all address changes and their effective dates is retained.

Enrollment: when a student is officially taking a class. Enrollment does not officially start until the first day of class. Before that day, students are only considered "pre-registered" for that class.

Enrollment Date: see Registration Appointment

Faculty Center: The place where faculty and advisors will have 24/7 online access to their course and student records.

FAQ: Frequently Asked Questions.

FERPA: The federal Family Educational Rights and Privacy Act, as amended in 1974, lays out specific rights that students have concerning their educational records, including the right to review educational records and the right to have specified control over the disclosure of information from these records. FERPA requires post-secondary educational institutions to define a policy regarding the release of personally identifiable student information, including a definition of "directory" or public information. UWL's FERPA policy can be found at <https://www.uwlax.edu/records/ferpa/>.

Financial Aid: General term that describes any source of student assistance outside the student or the student's family intended to help meet postsecondary educational expenses. These funds are generally awarded on the basis of financial need and include scholarships, grants, loans, and employment.

Former Name: Any name by which you were previously known.

GPA: Grade point average, calculated by taking the total grade points earned that go toward GPA and divided by the total number of credits taken that go toward GPA. (UWL has a few classes that do not count toward GPA or credits.) UWL records different types of GPAs for different uses.

- UWL cumulative GPA: based only on GPA credits earned at UWL. Transfer credit not included. This is the GPA used to determine commencement and degree honors.
- Term or Semester GPA: based only on the GPA credits from that one term or semester. This is the GPA used to determine Dean's List.
- Transfer GPA: based only on credits from courses UWL accepted as transfer credit
- Combined cumulative GPA: based on all GPA credits earned at UWL, plus all accepted

transfer credit.

- **Major GPA:** based only on the credits that count toward the student's major

Only the GPA without transfer credit is used to verify academic standing and award honors. Major GPAs can be found in the student's academic advisement report.

Grant: A type of financial aid that typically does not have to be repaid; usually awarded on the basis of need, possibly combined with some skills or characteristics the student possesses.

Guest Access to WINGS: students may grant parents or guardians a guest account in WINGS and can determine which areas of WINGS their guest has access to when setting up the account. This allows the guest to access the information on their own without using the student's login or getting the student's written release every time. This access can be extensive and cover everything the student has access to, including class schedule, grades, transcripts, advisement report, and to view finances (but not pay). The student must take action to revoke if they no longer want their guest to have access. Access to pay bills is separate and is granted by the student separately.

Guest Access to View/Pay Bills: students may grant parents or guardians access to view and pay bills only without giving them access to see any of their other educational information. There is a "Grant Access to View/Pay Bill" button on the home page of the student's WINGS Student Center.

Hold: a hold is placed on a student's record when the student has not completed a required task and therefore certain services are withheld from the student until that task is done. For example: a financial hold means the student must finish paying any bills or fines. If the student delays long enough, the hold will prevent that student from registering or receiving official transcripts. Besides finances, holds may also cover academic advising, student life preventative training, and other student responsibilities.

Home Address: Your primary address. Example: N3520 Shattuck Street, Medford, WI, 54451.

Loan: An advance of funds documented by a promissory note and requiring the recipient to repay the specified amount(s) under prescribed conditions.

Local Address: Your local (non-permanent) address. Example: 221 20th Street, La Crosse, WI, 54601.

My Planner: a program in the Student Center that allows students to plan out what courses to take for each term for their whole university career, based on rotation when the departments say their courses are normally offered. While the courses are not guaranteed to be offered on that schedule (due to a variety of circumstances), the department try to keep to that rotation and having a vision of all four years can help the student make course switches easier if changes are needed.

National ID: Student's social security number (SSN) or tax identification number.

Override, electronic: See Add Permission and Drop Permission

Override, paper: Like the class add permission and the drop permission, the paper override allows a student into a class by overriding a restriction on the class. However, paper overrides must be signed by, at least, the instructor and the department. Paper overrides must be brought to the Records and Registration in order for the student to get registered. Overrides of time conflicts and audits always have to be done on paper. After the first 10 days of a semester, all overrides must be done in paper format and must include the student's college dean's office approval.

Permanent Address: The non-U.S. address for international students.

Permission Number: A number is given to a student by the instructor, department chair, or program director for the purpose of enrolling in a course that is restricted in some way. At UWL, permission numbers are only used by students in collaborative programs. For all other students, electronic overrides can be given.

Person ID: an ID number given to students on their student ID card and used as an identification number in various software applications across campus. A nine digit number that starts with a 1 or a 2. Also known as the EMPL ID.

Preferred Name: Student's preferred name as stated either on their application to UWL or on the Preferred Name Form. UWL's Preferred Name Policy allows faculty and staff to use the student's preferred name everywhere on campus (such as class rosters), except where absolutely necessary or required to use the legal name and as long as the change is not for the purpose of misrepresentation. Only first and middle names may be changed to a preferred name. The legal name of the student can only be changed with official documentation. The student's legal name, not the preferred, is required on transcripts.

Primary Name: Student's legal name. The name that can be proven with official documents, such as birth certificate, court documents, or driver's license. The primary name can only be changed with official documentation.

Program Advisor: individual or committee appointed to give academic advising and support to the student. Students with declared majors are usually given a faculty advisor from their major's department. Students with undeclared majors are usually advised by the Academic Advising Center or their College Dean's Office.

Registration Appointment: the day and time a student may start registering in WINGS for courses for a term. It also lists the last day before the term begins, but students can continue to use WINGS to register into open classes through the first 5 days of class. The appointment is listed under "Enrollment Dates" in the student's WINGS Student Center.

Residency: a determination of whether the student has been a resident of the State of Wisconsin for 12 months prior to application to UWL, for tuition purposes only. This determination is based on the rules and exceptions laid down in Wisconsin Statutes.

Schedule of Classes: see Timetable

Schedule Planner: a program in the Student Center that allows students to select courses around a schedule, by generating a variety of schedules to choose from and letting the student insert breaks. Once a schedule is selected in the Schedule Planner, it is imported into the student's Shopping Cart in WINGS. Once in the Shopping Cart, the student can then register in the class or classes.

Scholarship: A form of financial assistance that does not require repayment or employment and is usually made to students who demonstrate or show potential for distinction, usually in academic performance.

Service Indicator (a.k.a. holds): Negative service indicators indicate a hold exists that prevent the student from receiving certain services, such as registration for classes or ordering transcripts. Examples: Financial Hold or Advising Holds. Positive service indicators are used to keep track of services an individual student may need.

Shopping Cart: the list of courses students have selected to register into. The first step of the process of registration in WINGS is to place your courses in your shopping cart. Once in the shopping cart, you must then finish the final 2 steps of the registration process to be fully registered.

Student Center: The place where new and current students have 24/7 online access to their student record. Former students who no longer attend do not have access.

Term: part of the academic year in which all or most of the classes have the same start and end dates. UWL has 4 terms: Fall, Winter Intersession, Spring, and Summer. Fall and Spring are also semesters. Semesters are terms that last about half of the academic year. At UWL, a semester lasts for 15 weeks (14 weeks of instruction, and one week of finals).

Terms and Conditions of Financial Responsibility: this is an agreement that must be electronically signed by all students for each term they are enrolled at UWL. In order to attend classes at UWL and remain registered for classes, UWL requires that the student pays, in full, the amount of any fees, tuition, housing and meal plan costs, and other miscellaneous charges incurred in connection with the student's attendance at UWL, on the dates indicated by UWL for each semester.

Timetable: the schedule of classes for a term/semester. UWL puts out the schedule of classes at two different times of the year. Winter Intersession and Spring come out in the Fall, and Summer and Fall come out in the Spring. Summer comes out about a month before the Fall schedule comes out. The timetable is accessible to the public by going onto the Records and Registration homepage and clicking "Registration" and "Searchable Timetable."

To Do List (a.k.a. Checklist): campus offices may put tasks in this list that the student needs to complete. If there are questions about what the task is, the student may click

on the link to that task. There will also be contact information for the office that placed the task so the student knows who to contact directly with questions.

Transfer Credit Report: in the dropdown menu of the homepage of the Student Center Academics section. This report shows the student's transfer courses and how they transfer under the UWL's catalog. (For example, the WRIT 1120 course from U-M Duluth is considered equivalent to ENG 110 at UWL.) Courses that come in as "000" courses are elective credit under that department. (For example, an ENG000L equivalency means the student has been given English elective credit at UWL.) The grade TIP means "transfer course in progress," so UWL does not have the final grade for that course yet. The "T" attached to letter grades indicates the transfer status.

Transcript: a copy, either official or unofficial, of a student's academic record at a school or college, listing courses, credits, grades, academic standing, GPA, honors, and degrees. An official transcript is this record on special security paper, with the Registrar's signature and official school seal, and is usually sent in a sealed envelope or electronically through a secure website. An unofficial transcript is the student's academic record on white paper with no signatures and is usually stamped with "unofficial."