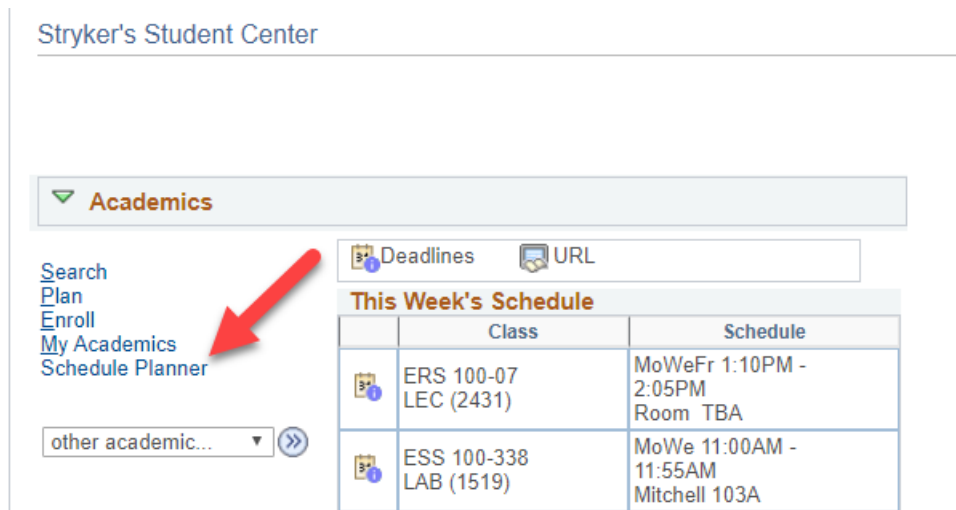# How to Register for a Class using Schedule Planner

**If you already have your schedule ready for registration, skip ahead to step 14.

1. Click the **Schedule Planner** link under the Academic section of your Student Center. A new window/tab will come up. If you are taken to a page with a green button that says **Open Schedule Planner**, click on that button.

2. Select the term that you are registering for and click the red **Save and Continue** button.

3. Note the various filters at the top of the screen and make sure everything is correct before searching for classes. These filters affect which courses you will find when you

use the **Add Course** button. For example, you can change the **Course Status** filter to limit your results to classes with open seats only.

Course Status	Open Classes Only	Change	Term	Fall 2024	Change
Sessions	All Sessions Selected	Change	Instruction Modes	All Instruction Modes Selected	Change

4.   Click **+Add Course** to search for courses.

⊙ Build Schedule	🛒 Shopping Cart (0)	🗓 Current Schedule (0)		⑦ Help	➡ Sign out

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LA CROSSE

Course Status	Open Classes Only	Change	Term	Fall 2024	Change
Sessions	All Sessions Selected	Change	Instruction Modes	All Instruction Modes Selected	Change

Instructions: ✖

1. **Build a Schedule** by adding courses and breaks.
2. Click **Generate Schedules** to view your options.
3. Send your selected schedule to the **Shopping Cart** on the day your registration window opens or the day before.
4. **Validate** your selected schedule to check the prerequisites.
5. Click **Register** to complete registration.
6. View your **Current Schedule**.

To swap or drop classes after registering, go to **Current Schedule** tab above and use the **Swap** or **Drop Classes** buttons.

Additional Resources: Registration Information

Courses   **+ Add Course**   Breaks   **+ Add Break**

Add the courses you wish to take for the upcoming term...

☑ Select All   ⊗

Practice

5.   Search and add courses to your potential schedules by following the steps in the **Search for Classes/Creating a Schedule using Schedule Planner" section.**

6.   Checkmark all course you'd like to generate a schedule for under Courses and then click **Generate Schedules**. Review schedules to find the one you like best and click **View** to see more details. Keep an eye out for sections that are closed with no seats in the class or seats on the waitlist.

	Status	Class #	Subject	Course	Section	Seats Open	Waitlist Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
🟩 ⓘ 🔓	Not Enrolled	4882	ART	102	412	0	0	Internet INTERNET	09/03/2024 - 12/11/2024	2	Online Asynchronous
								MWF 12:05pm			

a. If you have already developed a schedule and saved as a Favorite, go to the **Favorites** section to find the schedule, and click **View**.

7. Once your schedule is ready, click **Send to Shopping Cart**.

8. Review & validate the courses in your **Shopping Cart**. Drop any courses as needed by using the **Edit Course** button.

a. Click **Validate** to verify that you meet all the prerequisites before registering for the courses.

b. Review your results.

    i. A green check mark indicates that there should not be a problem registering for those courses.

    ii. A red indicates that there is a prerequisite, time conflict, or instructor permission issue. Read the text for further information on the error and how to resolve it.

⚠ Validate Results

You may not be able to register for the following course:

MTH-151, 04, Karl Kattchee
- Enrollment Requisites are not met. Requirement Group: 020167, Description: Prerequisite: grade of "C" or better in MTH 150 or an appropriate placement test score. (Successful completion of MTH 151 precludes taking MTH 150. Successful completion of MTH 207 precludes taking MTH 151.)

    c. To remove courses from your **Shopping Cart**, click **Edit Cart**. Check the **Remove from Cart** box next to that course and click **Save**.

        i. Be sure to take out any courses you do not want from your shopping cart before registering, as the system will try to register you in everything that is in your shopping cart.

⊘ Build Schedule	🛒 Shopping Cart (5)	📅 Current Schedule (0)		⑦ Help	➡ Sign out

Shopping Cart for Fall 2024

☑ Email ✔ Validate ✏ Edit Cart 🖨 Print **Register**

Edit Shopping Cart for Fall 2024

Cancel **Save**

Course	Section	Class Settings	Actions
ART-102	05		☐ Remove from Cart
CHM-103	51L		☐ Remove from Cart
GEO-110	411		☐ Remove from Cart
MTH-151	05		☑ Remove from Cart
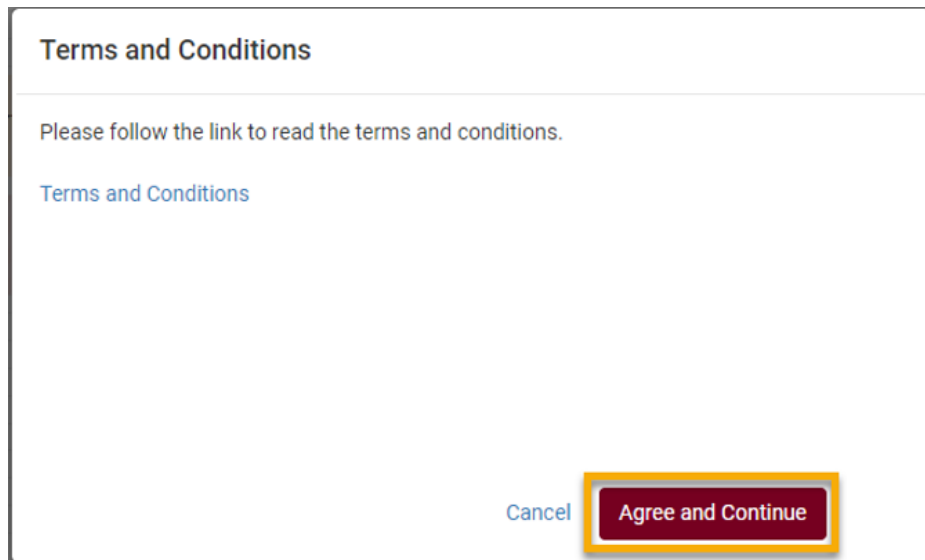
    d. To add another course, go back to the **Build Schedule** page, add another course to your list, and generate a new schedule.

9. If your shopping cart is ready <u>and your registration appointment has started</u>, go to the **Shopping Cart** and click Register.

⊘ Build Schedule	🛒 Shopping Cart (5)	📅 Current Schedule (0)		⑦ Help	➡ Sign out

Shopping Cart for Fall 2024

☑ Email ✔ Validate ✏ Edit Cart 🖨 Print **Register**

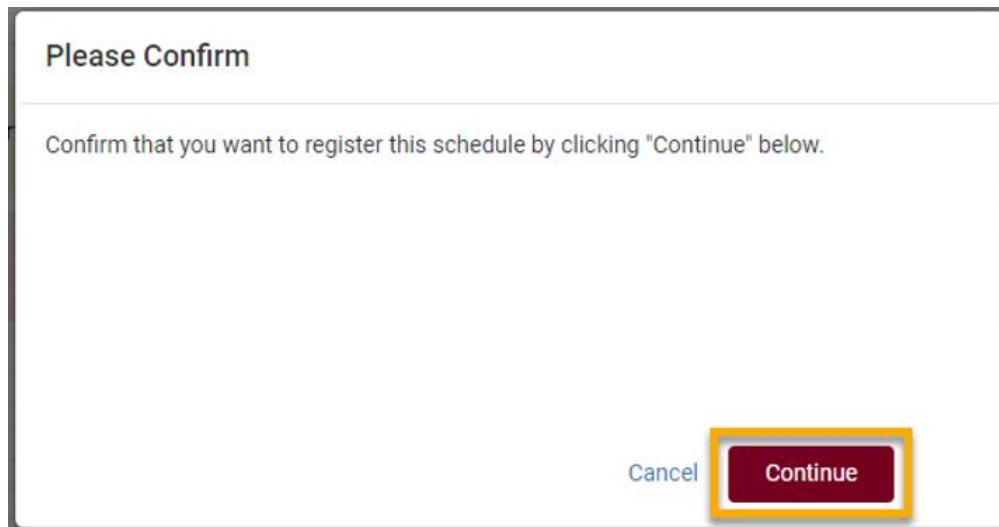10. Follow the link to read the **Terms and Conditions**, which relates to your financial obligations to the university. When finished, click the **Agree and Continue** button.

11. Next, click **Continue** to confirm that you want to register for this schedule.

12. Review your **Registration Results**.

    a. A green check mark ✅ means you successfully registered in a course

⊘ You have been successfully registered for the following courses.

GEO-110, 02, John Kelly
- Success: This class has been added to your schedule. General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information. The Requirement Designation option was set to 'yes' by the enrollment process.

b. A red ✖ means you have not successfully registered in a course. Read the text to understand why. If you are confused about the error you received, contact the Records and Registration Office for assistance.

⚠ You are **not** registered for the following courses.

CHM-103, 51L, John May
- Class 2057 is full. If a wait list is available, select Edit Cart, select the Wait List checkbox, save and resubmit your request.

13. View your schedule after you register to ensure you have successfully enrolled in **all** your desired courses. You can view this on the **Current Schedule** tab in Schedule Planner or by clicking on the **My Class Schedule** link in your WINGS Student Center.

| ⊘ Build Schedule | 🛒 Shopping Cart (3) | 📅 Current Schedule (4) | | | | ⑦ Help | ➡ Sign out |

My Current Schedule for Fall 2024

[Enter Class #] [Register]

Add "," comma for multiple adds (e.g., 1234, 1200)

[✉ Email] [Swap] [✏ Drop Classes] [🖨 Print]

	Status	Class #	Subject	Course	Section	Day(s) & Location(s)	Dates	Credits	Instruction Mode
🟩 ⓘ	Enrolled	4881	FIN	355	05	TTh 12:05pm - 1:00pm - Arts 116 116	09/03/2024 - 12/10/2024	2	In Person
🟦 ⓘ	Enrolled	2197	MGT	308	02	MWF 1:10pm - 2:05pm - Cowley 215 215	09/04/2024 - 12/11/2024	3	In Person
🟥 ⓘ	Enrolled	1118	MGT	393	10	T 6:00pm - 8:45pm - Wimberly 326 326	09/03/2024 - 12/10/2024	3	In Person
🟨 ⓘ	Enrolled	4199	MKT	309	15	MTWTh 2:15pm - 3:10pm - Centennial 3105 3105	09/03/2024 - 12/11/2024	4	In Person
								12	

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm		ART-102 Art Appreciation		ART-102 Art Appreciation	
12:15					
12:30					
12:45					
1pm					
1:15	GEO-110 World Cultural Regions		GEO-110 World Cultural Regions		GEO-110 World Cultural Regions
1:30					
1:45					
2pm					
2:15	MTH-150 College Algebra	MTH-150 College Algebra	MTH-150 College Algebra	MTH-150 College Algebra	
2:30					
2:45					
3pm					
3:15					
3:30					
3:45					
4pm					
4:15					
4:30					
4:45					
5pm					
5:15					
5:30					
5:45					
6pm		MKT-309 Principles of Marketing			
6:15					
6:30					
6:45					
7pm					
7:15					
7:30					

14. After registering, you may make more changes to your schedule up through the start of the term. (Deadlines are determined by the length of the class.)

    a. <u>**To drop classes**</u> from your schedule, click on **Current Schedule** tab in Schedule Planner. Click **Drop Classes**.

        i. Check the **Drop** box next to the course or courses that you wish to drop.

        ii. A window will pop up about the non-refundable registration fee and a reminder to return your textbooks.

        iii. Confirm

        iv. On the next window, click **Save**.

Please Note

1. If you drop all of your classes you will still be required to pay the non-refundable $25 Registration Fee that is assessed once per term. Refund Schedules

2. If a class is dropped at any time before the end of the day on the 5th day of classes, textbooks are required to be returned within 24 hours of dropping the class or charges will apply. Please refer to the Textbook Services Policy.

Cancel   **Confirm**

v. You can also drop courses through your WINGS Student Center by clicking on the **Enroll** link, selecting the **Drop** tab, and following the directions.

vi. More detailed directions on swapping can be found further on in this manual.

b. **To Swap,** use the **Swap** button found on the Current Schedule tab. Swapping allows you to keep your seat in the class the class you are dropping in the situation where you can't get into the other class.

⊘ Build Schedule   🛒 Shopping Cart (3)   📅 Current Schedule (4)   ⑦ Help   ⮕ Sign out

My Current Schedule for Fall 2024

✉ Email   Swap   ✔ Drop Classes   🖨 Print

Enter Class #   Register

Add "," comma for multiple adds (e.g., 1234, 1200)

i. Select a class already in your schedule.

ii. Search for the class you want to switch into using the **By Subject**, **Shopping Cart**, or

By Class # options. If there are multiple options to choose from, select the one that will work in your schedule.

Swap a Class for Fall 2024

Select a class from current schedule to swap: GEO-110, 02, John Kelly ▾

Search for a new class to swap with: By Class #   Shopping Cart   By Subject

Subject   GEO - Geography ▾

Course   110 - World Cultural Regions ▾

Don't see the courses you're looking for? **Check your filters**

Available sections | Registered sections

Select an option:

	Class #	Subject	Course	Section	Seats Open	Instructor	Day(s) & Location(s)	Dates	Instruction Mode
○ ⓘ	2196	GEO	110	01	4	John Kelly	MWF 8:50am - 9:45am - Cowley 215 215	09/04/2024 - 12/11/2024	In Person
○ ⓘ	2450	GEO	110	411	0	Shrobona Karkun Sen	Internet INTERNET	09/03/2024 - 12/11/2024	Online Asynchronous
● ⓘ	2476	GEO	110	03	4	Daniel Sambu	MWF 12:05pm - 1:00pm - Cowley 215 215	09/04/2024 - 12/11/2024	In Person

‹ Cancel   Swap

iii.   Review the swap and click **Swap** if it looks good. Confirm that you want to keep swapping and click **Swap** again.

iv.   Review messages. If it was successful, you will see a green checkmark. If was not successful, you will see a red ✖. Review the error before trying to swap again.

v.   More detailed directions on swapping can be found further on in this manual.

15. View your course schedule after you register to ensure you have successfully enrolled in **all** your desired courses. In Schedule Planner, that is the **Current Schedule** tab. In WINGS, that is the **My Class Schedule** link.

Please note:

- After the fifth day for Fall & Spring semesters, you need instructor permission to add

their class, even if it has a seat available. The last day to add with permission for a full semester class is the 10th day of classes.

- Winter and Summer terms have shorter deadlines. Classes shorter than full semester also have shorter deadlines.

- **Overrides**: Classes that are closed or have prerequisites that are not satisfied can only be enrolled in with permission from the instructor, department, and/or dean's office, depending on what is being overridden.

  i. Overrides can be given electronically up through the 10th day, during which time the student should login to WINGS and register themselves after getting the override.

  ii. Closed classes will still appear closed; if you have an override, you will be able to register anyway.

Questions? If you have questions about what courses to sign up for, please contact your advisor or the Academic Advising Center in 1209 Centennial Hall or at advising@uwlax.edu. If you have a question about an error or have trouble registering, contact the Records and Registration Office for assistance at records@uwlax.edu or 117 Graff Main Hall.