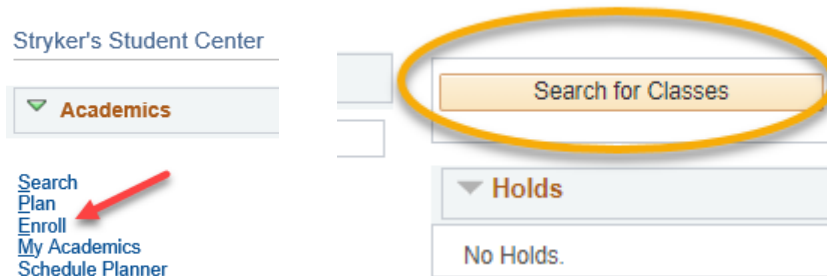
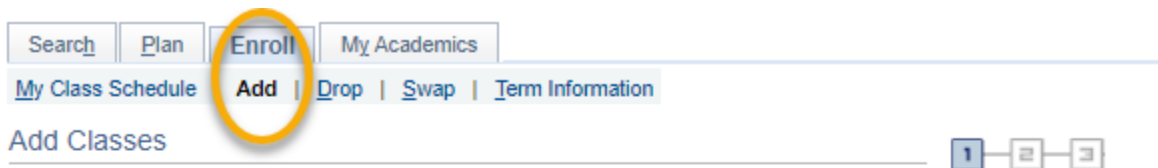


Register for a Class using WINGS Student Center

1. Click the **Search for Classes** button in the top right-hand corner of Student Center. Or click on the Enroll link in the Academic section.



2. Make sure you are on the **Enroll** tab and the **Add** subtab.
3. Select the term that you are registering for and click **Continue**.





Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Summer 2024	Undergraduate	UW-La Crosse
<input type="radio"/>	Fall 2024	Undergraduate	UW-La Crosse

Continue

4. On the next screen, the **Shopping Cart** is the section next to the blue box in the middle. The classes you are already enrolled in is in the **Class Schedule** section below with a green checkmark . If you have added but then dropped a course, it will show in this section with a blue X . If you have not registered in any classes yet, the class schedule will be empty.
5. If you haven't yet, add the desired courses to your Shopping Cart following the steps in the "**Search for Classes/Using the Shopping Cart in WINGS Student Center**" directions. The course must be in your Shopping Cart before you can register.
 - a. Start a search by clicking on the **Search** button to the left of your shopping cart.

Tips: **Schedule Planner** is another way to find and register for courses. This feature can generate multiple schedules at one time, allowing you to see how various courses fit into your schedule. To use Schedule Planner to search for courses and/or register, stop here and follow those directions instead.

6. Once you have all the courses you want in your shopping cart, review the list to make sure it is correct.
 - a. Remove classes from your Shopping Cart that you no longer want by clicking on the garbage can icon. The system will attempt to register you for everything in your shopping cart. Courses you are not sure about can be added back later.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

PH 200 has been added to your Shopping Cart.

Fall | Undergraduate | UW-La Crosse Change Term

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ANT 101-02 (2622)	MoWe 2:15PM - 3:40PM	Centennial 2305	E. Peacock	3.00	
	CHM 103-61L (2191)	Mo 11:00AM - 2:05PM	Prairie Springs 2009	B. Borders	5.00	
	CHM 103-61D (2188)	Tu 9:55AM - 10:50AM	Cowley 103	B. Borders		
	CHM 103-60 (2187)	MoWeFr 7:45AM - 8:40AM	Wimberly 102	B. Borders		
	HIS 110-05 (1718)	TuTh 7:45AM - 9:10AM	Wimberly 102	M. Chavalas	3.00	
	PH 200-03 (3060)		Internet	R. Jecklin	3.00	

Proceed to Step 2 of 3

7. When your shopping cart is ready, click the **Proceed to Step 2 of 3** button.

Open Closed Wait List

Add to Cart

Enter Class Nbr Enter

Find Classes

Class Search

My Requirements

My Planner

Search

Schedule Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ANT 101-02 (2622)	MoWe 2:15PM - 3:40PM	Centennial 2305	E. Peacock	3.00	
	CHM 103-61L (2191)	Mo 11:00AM - 2:05PM	Prairie Springs 2009	B. Borders	5.00	
	CHM 103-61D (2188)	Tu 9:55AM - 10:50AM	Cowley 103	B. Borders		
	CHM 103-60 (2187)	MoWeFr 7:45AM - 8:40AM	Wimberly 102	B. Borders		
	HIS 110-05 (1718)	TuTh 7:45AM - 9:10AM	Wimberly 102	M. Chavalas	3.00	
	PH 200-03 (3060)		Internet	R. Jecklin	3.00	

Proceed to Step 2 of 3

My Fall Class Schedule

8. Review the courses that you wish to add.
- If you attempt to enroll in two courses that are offered at the same time, WINGS will automatically enroll you in the one that appears first in your Shopping Cart. You will receive a time conflict error for the other one.
9. Confirm the list is correct and click the **Finish Enrolling** button. [This is not the final step!](#)

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall | Undergraduate | UW-La Crosse

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ANT 101-02 (2622)	Human Nature/Human Culture (Lecture)	MoWe 2:15PM - 3:40PM	Centennial 2305	E. Peacock	3.00	
CHM 103-61L (2191)	General Chemistry I (Lab/Studio)	Mo 11:00AM - 2:05PM	Prairie Springs 2009	B. Borders	5.00	
CHM 103-61D (2188)	General Chemistry I (Discussion)	Tu 9:55AM - 10:50AM	Cowley 103	B. Borders		
CHM 103-60 (2187)	General Chemistry I (Lecture)	MoWeFr 7:45AM - 8:40AM	Wimberly 102	B. Borders		
HIS 110-05 (1718)	World History (Lecture)	TuTh 7:45AM - 9:10AM	Wimberly 102	M. Chavalas	3.00	
PH 200-03 (3060)	Public Health for Edu Citizen (Lecture)		Internet	R. Jecklin	3.00	

Cancel Previous Finish Enrolling

10. Next, read the **Terms and Conditions of Financial Responsibility** by clicking the **Terms and Conditions** link on the next screen. Another window will open up with the full agreement

posted on the Cashier's website at www.uwlax.edu/cashiers/tuition-and-billing/terms--conditions/.

Financial Responsibility

Please follow the link to read the terms and conditions.

[Terms and Conditions](#)

Agreement Date 07/15/2024

Yes, I have read and agree to the Terms.

[HOME](#) > CASHIER'S OFFICE

Terms & conditions

All students must electronically sign the Terms and Conditions of Financial Responsibility.

Terms and Conditions of Financial Responsibility

University of Wisconsin-La Crosse Educational Services Credit Agreement

By checking "Agree", I have read and agree to the Terms and Conditions of Financial Responsibility on the WINGS registration page, I am entering into this Agreement which will become effective on the date captured by my electronic signature.

I would like to enroll in and attend classes at the University of Wisconsin - La Crosse (UWL).

*In order to attend classes at UWL and remain registered for classes, UWL requires that I pay, **in full**, the amount of any fees, tuition, housing and meal plan costs, and other miscellaneous charges incurred in connection with my attendance at UWL, on the dates indicated by UWL for each semester (each such due date, a "Fee Due Date")*

I agree to use my WINGS account to obtain the most accurate and current information regarding any amounts owed and Fee Due Dates, to check that account frequently, and to read the on-line published fee information located at the Cashier's Office website (<http://www.uwlax.edu/cashiers>) each semester for

11. When you are finished reading this document, check the box next to **"Yes, I have read and agree to the Terms"** to agree to the terms and continue. Then click the link titled **"Continue. You will have to click Finish Enrolling again."**

Financial Responsibility

Please follow the link to read the terms and conditions.

[Terms and Conditions](#)

Agreement Date 07/15/2024

Yes, I have read and agree to the Terms.

[Continue. You will have to click "Finish Enrolling" again.](#)

12. Step 2 will appear again. Click on **Finish Enrolling** again.

13. View your results.

- a. A green check mark ✓ in the status field indicates that you have successfully enrolled in a course.
- b. A red ✗ indicates that you **have not** successfully added a course. If you received an ✗, review the error text to understand why. If you need help understanding why you were unable to register for the class, contact the Records and Registration Office.

Search | Plan | **Enroll** | My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Add Classes 1 2 3

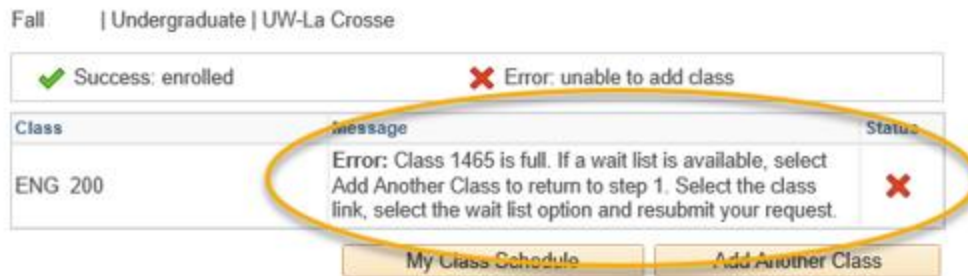
3. View results

View the following status report for enrollment confirmations and errors

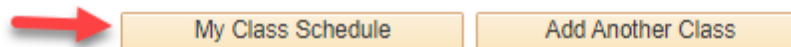
Fall | Undergraduate | UW-La Crosse

Class	Message	Status
STAT 145	Message: 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.	✓

My Class Schedule
Add Another Class



14. View your course schedule after you register to ensure you have successfully enrolled in **all** your desired courses. Click on the My Class Schedule button underneath the results table.



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.