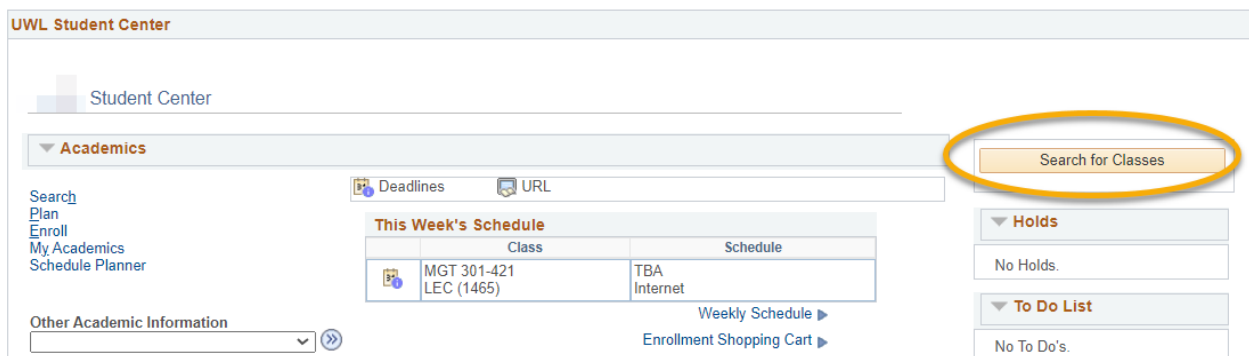# Search for Classes/Using the Shopping Cart in Your WINGS Student Center

You may use your WINGS Student Center to start searching for classes as soon as the next term's schedule is made public. Shopping carts and validation appointments are not created until 1-2 weeks later, so you will not be able to validate whether you meet the prerequisites on the course until that time. Students are notified by email when the carts and appointments are activated.

1. Click the **Search for Classes** button in the top right-hand corner of your Student Center.

2. On the next page, note that the **Search** and **Search for Classes** tabs are selected.

    a. Also, note the other tabs for future reference. You can use them when managing your Shopping Cart and planning your courses (**Plan**); enrolling, dropping, and swapping classes (**Enroll**); and looking at other details of your academic record (**My Academics**).
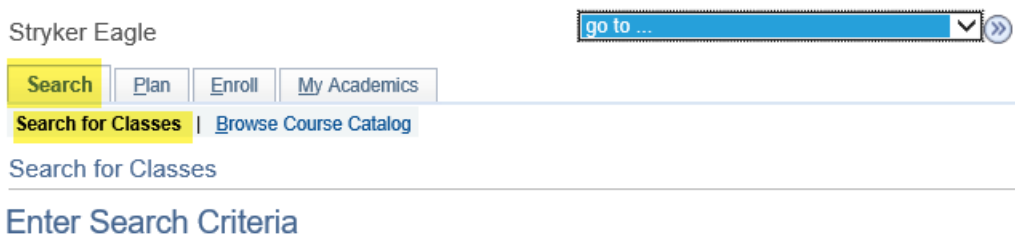
3. The search defaults to display just one term. To search another term, click the drop-down list, and select the term you would like to search.

4. Click the **Select Subject** button in the **Class Search** section. If you already know the course prefix, type in the prefix into the **Subject** field and skip ahead to step 8.

5. In the A-Z list, click the first letter of the subject you would like to search.

6. Click the **Select** link next to the subject you would like to search. Do not select a subject without a description; those are prefixes that are no longer active.

7. The subject you selected from the A-Z list should now appear in the **Subject** field under the **Class Search** section.

8. If you know the exact course number you are searching for, you can enter it into the corresponding box and skip ahead to step 14. Otherwise, go to step 9.

9. Select either Graduate or Undergraduate for **Course Career**.

Enter Search Criteria

Search for Classes

Institution [UW-La Crosse ⌄]

Term [2024 Fall ⌄]

Select at least 2 search criteria. Select Search to view your search results.

⊽Class Search

[select subject]   Subject [ANT]   Anthropology

Course Number [is exactly ⌄]   [ ]

Course Career [Undergraduate ⌄]

☑ Show Open Classes Only

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10. The box marked **Show Open Classes Only** might be checked. If you would like to see <u>all</u> classes (open, closed, & waitlisted), make sure this box is unchecked. Classes with waitlists only show up if this is <u>unchecked</u>.

11. To narrow your results down, there are additional search criteria available, including: meeting time, day of the week, instructor last name, class nbr, course title keyword, minimum or maximum units, session, mode of instruction, or requirement designation, under the section titled **Additional Search Criteria**.

⊽Additional Search Criteria

Meeting Start Time [greater than or equal to ⌄]   [ ]

Meeting End Time [less than or equal to ⌄]   [ ]

Days of Week [include only these days ⌄]

☐ Mon   ☐ Tues   ☐ Wed   ☐ Thurs   ☐ Fri   ☐ Sat   ☐ Sun

Instructor Last Name [begins with ⌄]   [ ]

Class Nbr [ ] ⑦

Course Keyword [ ] ⑦

Minimum Units [greater than or equal to ⌄]   [ ]

Maximum Units [less than or equal to ⌄]   [ ]

Course Component [⌄]

Session [⌄]

Mode of Instruction [⌄]

Location [⌄]

Requirement Designation [⌄]

Course Attribute [⌄]

Course Attribute Value [⌄]

[Clear]   [Search]

12. Look for the relevant criteria and enter your preference in the corresponding field. Explanations for some of the criteria are below:

   a. **Class Nbr** - is the 4 digit number assigned to each individual section of the course (not the same number as the 3-digit Course Number) to identify a specific section. You may have been given this number by an instructor or advisor to help you find the exact class you need.

   b. **Minimum/Maximum Units** - number of credits of the course you want

   c. **Session** - if course is not a full semester/term course, select a different time.

      i. For half-semester courses, select either First Session - Seven Week or Second Session - Seven Week.

      ii. For summer courses, there are the regular 3 four-week sessions; a twelve-week session; various three-week, six-week, and eight-week sessions; and many Dynamically Dated courses. **Dynamic Dates** are dates that fall outside or between the normal session dates of the term. These classes can be much longer or much shorter than average.

   d. **Mode of Instruction** -

      i. **In-Person (or On-Campus or Face-to-Face):** Course takes place in a physical classroom.

      ii. **Hybrid (both In Person & Online), a.k.a. Blended:** Course takes place in both a physical classroom and online. This combination of online and in-person elements is based on meaningful learning strategies that best serve an instructor's pedagogical goals and objectives. While a percentage is not mandated, hybrid courses are traditionally 30% to 50% of seat time replaced with online components.

      iii. **Online Asynchronous:** Students do not meet in person at a physical site. All content and course activities take place online. 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.

      iv. **Online Synchronous:** Students do not meet in person at a physical site. All content and course activities take place online. Some or all of the class occurs in real time. Online elements can be required (e.g., a lecture or exam) or optional (e.g., office hours or discussion times). The course is listed as online in the timetable and a meeting date/time will be scheduled or in the notes. Enrolled students should schedule other classes/activities around that time.

      v. **Independent Study:** Students work out with their instructor when they meet and what topic they will study. This type of course always requires instructor approval to register. First years and sophomores vary rarely have this type of course.

   e. **Course Attribute and Course Attribute Value** - to narrow down results to a specific type of attribute. UWL has attributes indicating if the course is in a General Education

category, a Community Engaged Learning course, or a sustainability related theme or topic. Once you choose an attribute, narrow down the results further by selecting a related Attribute Value.

13. When you are finished, click the **Search** button.

14. If notified that the search will return over 50 classes, either click **Cancel** to modify your search criteria or click **OK** to see them all.

> ? Your search will return over 50 classes, would you like to continue?
>
> [OK]   [Cancel]
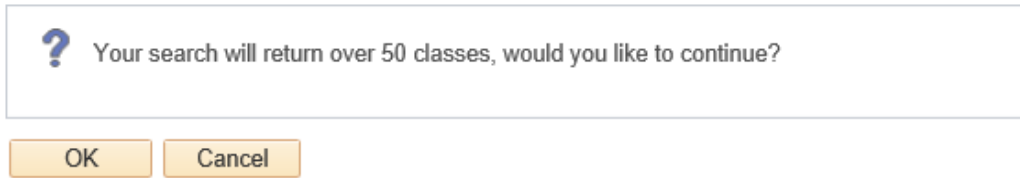
15. The open courses are marked with a green circle 🟢, while closed courses are marked with a blue box 🟦. The yellow triangle 🔺 is for courses with waitlists. Remember, waitlisted courses only appear if the **Show Open Classes Only** is <u>unchecked</u>.

| | | | | | | 🟢 Open | 🟦 Closed | 🔺 Wait List |

[New Search]   [Modify Search]

2 class section(s) found

▼ANT 101 - Human Nature/Human Culture

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1164	01-LEC Semester	MoWeFr 11:00AM - 11:55AM	Cowley 151	Elizabeth Peacock	09/03/2024 - 12/11/2024	🟢	Select

Notes: This is a combined section class

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1610	02-LEC Semester	MoWeFr 11:00AM - 11:55AM	Cowley 151	Elizabeth Peacock	09/03/2024 - 12/11/2024	🟦	Select

Notes: This is a combined section class

16. Also, keep in mind that if you did not enter the exact number of the course you are looking for, **all** courses applicable to your criteria will appear on this page.

17. To view more information on a particular course, click on the course **Section** link. Or you can add the class to your Shopping Cart right away by clicking **Select**.

▼ANT 101 - Human Nature/Human Culture

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1164	01-LEC Semester	MoWeFr 11:00AM - 11:55AM	Cowley 151	Elizabeth Peacock	09/03/2024 - 12/11/2024	🟢	Select

Notes: This is a combined section class

18. If you clicked the course's blue link, the **Class Detail** page will appear. Review the information to learn more about the class. Some info included is number of credits (units), class capacity, available seats left, waitlist information, enrollment requirements (prerequisites), and the course description.

   a. A course's prerequisites will display in the **Enrollment Information** section as **Enrollment Requirements**. If there is nothing showing, the section does not have prerequisites.
   b. **Class Attributes** are often the general education category that the course satisfied.
   c. If the section is part of a combined section, it shows the combined sections' capacity and available seats in all sections. Which sections are combined are also shown. Combined classes normally do not have waitlists.

Class Detail

ANT 101 - 01 Human Nature/Human Culture
UW-La Crosse | 2024 Fall | Lecture

Class Details

Status	Open ●	Academic Career	Undergraduate
Class Number	1164	Dates	9/3/2024 - 12/11/2024
Session	Regular Academic Session	Grading	Graded
Units	3 units	Location	La Crosse
Instruction Mode	In Person	Campus	La Crosse
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 11:00AM - 11:55AM	Cowley 151	Elizabeth Peacock	09/03/2024 - 12/11/2024

Enrollment Information

Class Attributes	GE06: Self and Society

Class Availability

Combined Section Capacity	80	Wait List Capacity	0
Enrollment Total	72	Wait List Total	0
Available Seats	8		

Combined Section

View Details	Description	Status	Enrl Tot	Wait Tot
ANT 101-01 LEC (1164)	Human Nature/Human Culture	● Open	33	0
ANT 101-02 LEC (1610)	Human Nature/Human Culture	■ Closed	39	0

Description

This course provides an overview of the four subfields of anthropology: physical anthropology, archaeology, cultural anthropology, and linguistic anthropology. The course will focus on how anthropologists seek to understand what it means to be human by examining how people are biologically, culturally, and socially similar and different around the world. We will cover multiple aspects of the human experience, including human evolution and biological diversity, primates and hominids, domestication and subsistence practices, marriage systems, sex and gender norms, religious beliefs, and linguistic diversity.

[View Search Results]   [Select Class]

19. Return to the previous page by clicking the **View Search Results** button.

20. The **Textbook List** and/or **Class Notes** are on both the Search Results page and the Class Details page. Textbook lists appear starting two weeks before the start of the term.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1182	411-LEC Four Wk 1	TBA	Internet	Sergey Komissarov	05/20/2024 - 06/14/2024	🟢	

Class Notes   View Books to Buy

a. **Class Notes** explain anything else the student may need to know about the class, including additional fees that may not be refundable.

b. The **View Books to Buy** link takes you out of WINGS to see what books you will have to buy/rent. If there is no **View Books to Buy**, there are not books yet for the class. The booklist does not appear until two weeks before the term starts. The textbook list for all your registered classes is also available from the drop down list in the Academics section of your Student Center. If there is no **Textbook List** link, there are no books for the term yet.

21. **To add a class to your Shopping Cart**, click on the **Select Class** button.

IMPORTANT: putting a class in your shopping cart **does not reserve you a seat** in the class. There are additional steps to registration after the courses are added to your cart. The additional steps to registration can only be completed once your registration appointment starts. There are separate directions on "How to Register for a Course using WINGS."

a. For CHM 103 and CHM 104, you must also choose a discussion section on the **Related Class Sections** screen. Select your desired section before clicking Next. Depending on what discussion you choose, the lecture will automatically be added. A small number of other classes offer similar choices in their registration.

Add to Shopping Cart - Related Class Sections

Fall 2024 | Undergraduate | UW-La Crosse

CHM 104 - General Chemistry II

Lab/Studio selected Section 41L

Mo 2:15PM - 5:20PM Prairie Springs 2017

● Open ☐ Closed △ Wait List

You will automatically be enrolled in the following related class:

Description	Section	Schedule	Room	Instructor	Status
Lecture	40	TuTh 12:40PM - 2:05PM	Cowley 140	S. Sen	●

Select Discussion section (Required): Personalize | View All | ▣ First ◀ 1-2 of 2 ▶ Last

	Class Nbr	Section	Schedule	Room	Instructor	Status
○	2858	41D	We 2:15PM - 3:10PM	Cowley 156	S. Sen	●
○	2860	42D	We 3:20PM - 4:15PM	Cowley 156	S. Sen	●

Cancel   Next

b. If the class is full, you can add yourself to a waitlist on the **Enrollment Preferences** screen by clicking Waitlist if class is full when registering. If the class is already in your shopping cart but you didn't check the waitlist box, you will have to drop it out of your cart and put it back in so that you can check the waitlist box. Not all classes have waitlists. The course will have an orange triangle if it has a waitlist. △

Add to Shopping Cart - Enrollment Preferences

Fall 2024 | Undergraduate | UW-La Crosse
ANT 101 - Human Nature/Human Culture

Class Preferences

ANT 101-01   Lecture   ● Open   **Wait List** ☐ Wait list if class is full

Session Regular Academic Session   Grading Graded
Career   Undergraduate   Units 3.00

Enrollment Information   Requirement Designation GE06: Self and Society

· GE06: Self and Society

Cancel   Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 11:00AM - 11:55AM	Cowley 151	Elizabeth Peacock	09/03/2024 - 12/11/2024

22. Once you have selected a class, on the next screen, click **Next**.

   a. If you were successful in adding to your **Shopping Cart**, you will get a green check mark at the top.

   b. You can click on the show all button at the top to see everything currently in your shopping cart. If you were already registered for a course, that would show up on the

left

Search Results

UW-La Crosse | 2024 Fall

My Class Schedule	Show All	Shopping Cart	Show All
FIN 355	TuTh 11:00AM - 12:25PM Wimberly 102	ACC 222	TuTh 2:15PM - 3:40PM Wimberly 202

The following classes match your search criteria Course Subject: **Anthropology**, Course Number is exactly **'101'**, Show Open Classes Only: **Yes**

✔ ANT 101 has been added to your Shopping Cart.

● Open   ☐ Closed   ⚠ Wait List

New Search   Modify Search

23. To start a new search, on the Search Results screen, click the **New Search** button.

24. To return to your shopping cart in WINGS, there is a link to the enrollment shopping cart on your home screen. You can also get to it while you are searching for classes by clicking on the **Plan** tab, and then the **Shopping Cart** subtab.

Stryker Eagle   go to ... ▼ ⟫

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

My Planner | My Planner | **Shopping Cart** | Course History

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.