

Validating Your Schedule in Schedule Planner (a.k.a. checking the prerequisites)

Use this feature to check whether you meet all the course prerequisites both **before you register and at the time of registration.**

Steps:

1. Develop and save a schedule with one or more courses following the steps in "**Search for Classes/Creating a Schedule using Schedule Planner.**"
2. Click on the **View** link next to a potential schedule that you like.
 - If you already have courses in your shopping cart, go directly to the shopping cart by clicking Shopping Cart in the top bar. (If you are on a mobile device, this might be at the bottom.)
3. Click **Validate**

The screenshot shows the top navigation bar with 'Build Schedule', 'Shopping Cart (0)', and 'Current Schedule (1)'. Below the header, the title 'Potential Schedule for Fall 2024' is displayed. A row of action buttons includes 'Back', 'Print', 'Email', 'Validate' (circled in yellow), and 'Send to Shopping Cart'. To the right, there is a heart icon and 'Schedule 2 of 14'. A yellow warning box contains the text: 'You are viewing a potential schedule only. You will still need to register once your registration appointment starts. Be sure to validate both your potential schedule and your shopping cart to check for registration errors and confirm if you're able to register for your chosen courses. Some restrictions do not appear until the course is in your shopping cart.' Below this is a table header with columns: Status, Class, Subject, Course, Section, Seats, Waitlist Seats, Day(s) & Dates, Credits, and Instruction.

4. Review your results and read the messages. Some common messages:
 - A green checkmark means you will be able to register into the course.
 - "**Hold on record**" means there is a hold that must be removed before you can register. The most common holds are 1) an advising hold which can be removed after talking with your advisor and 2) a cashiers hold for an outstanding bill, which has to be paid before you can register. You can see what the hold is by going to your WINGS Student Center and viewing the Holds section on the right.

- If you receive an “**Enrollment requisites are not met**” error, review your Course History to figure out which course or requirement you might be missing. Speak with the department/instructor offering the course if you have questions about the prerequisites.
- “**Consent Required**” means you will need permission from the instructor to get into the class.
- If you receive a message that starts with “**This course has been taken previously,**” check your Course History to verify if you received a “D” or “F” in that class.
 - For undergraduates, only UWL classes that have been graded with a “D” or an “F” can be repeated at UWL, unless you are allowed to earn credit multiple times in the class. You can repeat a UWL course with any grade at another school.
 - If you have transfer credit for the course, you can repeat the course at UWL, but the transfer credit will need to be removed from your record as you usually cannot earn credit twice for a class.
 - You are technically able to register into repeats; however, for a class that is not repeatable, **you will be dropped from the class before the start of the term if you do not drop yourself first.**
- The message “The Requirement Designation Option was set to “YES” by the enrollment process” means that the course is a general education or writing emphasis course. If there is a green check mark with it, there is no problem.

⚠ Validate Results

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

MKT-309, 08, Maggie McDermott

- This class requires Instructor Consent Required consent. You will need to obtain permission to add this class.

✔ You should have no problem registering for this course:

PHL-100, 411, Sheryl Tuttle Ross

- 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.

Remember, you are **not** registered for this course. Validating your schedule confirms that you will be able to successfully register when your registration window opens.

OK

5. Change or keep courses, as needed.
6. If you add or change courses, be sure to validate again to catch any new errors.

Things to remember:

- **Validate twice!** – once when you first build your schedule and again the day before or day of your registration after putting your courses in the shopping cart. Things may have changed between these two dates, plus some issues are not visible until the courses are officially in the shopping cart.
- You can validate your schedule through the 5th day of class.
- There must be a validation appointment to validate. The appointment is assigned a day or two after the new schedule of classes is officially released.

If you have questions, please contact the Records and Registration Office in 117 Graff Main Hall or at records@uwlax.edu, 608.785.8951.