Guide to Your WINGS Student Center & Registration

Updated Spring 2022
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Update Your Personal Information

1. Scroll down to the **Personal Information** section of your Student Center.

2. Review the list of blue links on the left and click on the item you would like to update. If you don't see the item in the blue links, open the **other personal**... drop-down menu and select an item. Click the double arrow/go button.

3. Update your information on the following screens (some examples of personal information are listed below):

   a. **Addresses**: UWL uses the Home and Local addresses for various purposes. The **Home** address is your address when you are not at school and where you move to after graduation. Diplomas are always mailed to Home addresses. The **Local** address is your address when at school, whether a residence hall or a nearby apartment. The Local address is used when verifying voter ID.

      i. Click on the pencil icon next to the address you want to update. Or click on Add a New Address to add another address type
ii. Enter the appropriate, updated address and click OK.

### Edit Address

- **Country:** United States
- **Address 1:** 909 La Crosse St Apt 4
- **City:** La Crosse
- **State:** WI
- **Postal:** 54601-3458

iii. If you are updating only one address, do not check any other address types on the next screen. In the below example, the student is updating the Local address, which is greyed out, and the student kept the Home address unchecked, which did not need to be updated. Use the **Date changes will take effect** field if the address change will not be effective until a certain date in the future. If it is already happened, leave the date as it is.
iv. Click Save and wait for system to update.

b. **Name:** You may add a **Degree** name to print on your diploma when you graduate. For instance, if you want your middle initial on your diploma instead of the whole name, you would need to enter a Degree name. If you don’t provide a Degree name, your legal name as it is listed in our system will be used. (*For legal name changes on the rest of your records, including transcripts, go to the Records and Registration office in 117 Graff Main. For preferred name changes, see the next section on Preferred Names.*)

i. Click on the **Add a New Name** button.
ii. Select **Degree** for **Name Type**. Enter the desired name in the **First Name**, **Middle Name**, and **Last Name** fields.

iii. **Click Save.**

c. **Other personal information a student may change:**
   i. Phone numbers
   ii. Personal email addresses (cannot change uwlax.edu email)
   iii. Emergency contacts
   iv. Privacy settings (See **Manage Privacy Settings/FERPA Restrictions** section.)

d. **Information a student cannot change:** **Contact Records & Registration to change**
   i. Demographic information
   ii. Legal name
   iii. Social security number and student/campus ID number
Request a Preferred Name

It is the policy of the University of Wisconsin-La Crosse that any student may choose to identify themselves within the university community with a preferred first and/or middle name that differs from their legal name. As long as the use of preferred names is not for the purpose of misrepresentation, they will appear instead of the student's legal names in UWL related systems and documents except where the use of the legal name is required by university business or legal need.

For students, their legal surname is required for university business. Students must legally change their surnames in order for a different surname to appear in UWL-related systems. (Legal name changes can be done by completing a Name Change Form in the Records & Registration Office and submitting the required supporting documentation.)

In order to request that a preferred name be used, students should go to the Records and Registration Office’s Preferred Name webpage and complete the Preferred Name Form. No documentation other than the completed request form is needed.

The form and additional FAQs can be found here: https://www.uwlax.edu/records/preferred-name/
Update Local Contact Information

It is important to keep your local contact information updated and accurate. UWL requires students to review their local address and phone number once a semester while they are enrolled.

1. At the start of the semester, the first time you login to your WINGS Student Center, you will see the request for an update pop up.

2. Fill out the Local Address section.
   i. If you are staying in a residence hall, please put in your home address for your local address. Your residence hall information will be entered by the Residence Life Office.
   ii. If you have an apartment in La Crosse, please put in that address. When filling out address fields, you can put your apartment number at the end of your street address.
   iii. You do not need to put in a County.
   iv. If you are enrolled entirely in online courses, enter in the address where you are physically located while enrolled.

3. The Local Phone should be your cell phone or other local number where you can be contacted.

4. Click OK. The next page will show your Emergency Contact information. Make sure a name is selected as Primary and click Save. You can then go to your homepage by using the Home button at the top right.
Manage Privacy Settings/F.E.R.P.A. Restrictions

1. In the **Personal Information** section of your Student Center, select **Privacy Settings** from the drop-down menu. Click the double arrow/go button.

2. The **Security** and **FERPA Restrictions** tabs should be selected.

3. To make changes, click **Edit FERPA/Directory Restrictions**.

4. On the next screen, you may restrict all, some, or none of the items in the below categories. You may come back at any time and change the restrictions. To restrict all, click the **Restrict All** at the top of the page. To restrict some, go to each category and either restrict all fields in the category or individually check what you want to restrict.

5. Click **Save** when you are done.
6. Some tips on what is affected when you restrict personal information:
   
a. **For the online directory**, block just your phone number and email address to control that information. If you block your name completely, that will have repercussions on other publications and any verifications for insurance or employment will not be given without obtaining your written consent, which could cause delays. Your campus & home addresses do not show up in the online directory either way.

b. **For publication into a hometown newspaper (Dean's Lists and graduation announcements)**, your primary name and home address must be unchecked in order for the information to be published in your hometown newspaper.

c. **For most insurance, loan, and potential employer verifications**, your primary name and the academic information category must be unchecked in order for the information to be released without your written consent.

d. **For the commencement program**, keep your primary name unchecked in order for your name to be printed in the commencement program. For your name to be posted online after graduation, both your primary name and home address must be unchecked.

e. **If nothing is restricted**, your email and phone number are published in the online directory and may be published elsewhere. Your photograph may be used in other publications. Directories with addresses are no longer printed. Addresses and the rest of the categories above (considered directory information by UWL policy) may be given out on request.

f. **If everything is restricted**, no one who calls, aside from exceptions within the law, will be able to obtain any of this information about the student, not even if the student is currently enrolled.

7. **Important**: when you choose to restrict the release of your primary name, **none** of your information will be released to any source, including publications such as online directories, newspapers, or the commencement program. The commencement program and local newspapers cannot be updated after they have been printed.

8. A written consent to override your restrictions is only a one time release. You must go back into your WINGS Student Center and update the restrictions in order to make a release permanent.

9. Your grades, academic standing, GPA, probations and/or ineligibilities, applications, tuition and billing, financial aid, non-academic disciplinary actions, and medical (HIPAA) information will **never** be released, except for specific exceptions within the law, without your official authorization every time.

10. UWL's FERPA policy is online here: [http://www.uwlax.edu/Records/FERPA/](http://www.uwlax.edu/Records/FERPA/)
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Create FERPA Secure PIN
For Personal Use

Student records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). Students contacting UWL offices remotely, such as through a phone call, must provide their student ID number and another piece of identifiable information to verify their identity.

UWL encourages students to create a FERPA Secure PIN to help protect their student records from being released to the wrong person.

1. Log into your WINGS account

2. Navigate to the correct page by using the left-hand menu. Select UW-La Crosse, then FERPA Secure PIN, and then Set/Update FERPA Secure PIN

3. Read the Terms and Conditions statement for the FERPA Secure Student PIN. Check the "I Accept These Terms" if you agree to that statement. If you do not agree, stop here and do not create a PIN.

4. Your name and student ID number should appear in a section below. Select Set PIN. A 6-digit number will be generated and appear next to the button.
5. Scroll down to the bottom of the page and click **Save**

6. If you feel like the number is no longer secure (e.g. someone else may be using the number), you can generate a new PIN by coming back to this page and selected **Set PIN** again and clicking Save. The old PIN will no longer be accepted by UWL offices.

Use the PIN you created to verify your own identity when you call or email an UWL office. Along with your campus ID and your name, this will help identify you to the staff member and allow them to release information to you. If you do not create a PIN for yourself, when you contact those offices, they will instead ask 1) for your campus ID and name; and 2) one or more pieces of personally identifiable information such as a birthdate or other information from your record that will help identify you. If you come in person, they will ask to see a photo ID instead.

This FERPA Secure PIN can be changed at any time. Students should NOT share their personal FERPA Secure PIN with anyone. This is used to authenticate the student's own identity only. To create a PIN for another person to use, see the directions on FERPA Secure PIN for Third Party Use.

After the student has graduated or left UWL, the FERPA Secure PIN is no longer available, and student must verify their identity using their campus ID and other pieces of information.
Create FERPA Secure PIN
For Third Party Use

UWL staff cannot release student records and financial account information to a parent, guardian, sponsor, or third-party designee without the student's prior formal consent.

Current students may create a FERPA Secure PIN as permission to UWL staff to release the details of the educational record, with some exceptions, to a specified third party such as parents or guardian.

1. Login to your WINGS account.

2. Navigate to the correct page by using the left-hand menu. Select UW-La Crosse, then FERPA Secure PIN, and then Set/Update FERPA Secure PIN.

3. Scroll to the section titled "Guest Personal Identification Number (PIN)."

4. Read the Terms and Conditions statement for the FERPA Secure Student PIN in that section. Check the "I Accept These Terms" if you agree to that statement. If you do not agree, stop here and do not create a PIN.
5. Three boxes will appear to allow PINs to be created for three individual people. Enter your guest’s name in the box next to Name.
6. Select Set PIN. A 6-digit number will be generated and appear next to the button.

7. Checkmark the boxes labeled **Finances** and/or **Academic Records**.

![Example of selecting and unselecting boxes](image)

**IMPORTANT:** By checking these boxes, you are deciding whether one or both of these areas may be discussed with your parent or third party designee. Please exercise caution with whom you share confidential information about your personal records.

**Finances:** May discuss account charges and payments, financial aid disbursements, and enrollment status as it relates to your financial obligations to UWL.

**Academic Records,** with the exception of current schedule of classes and all course grades: May discuss application status, placement information, transcript status, test score status, enrollment, progress toward degree, academic standing, etc.

The FERPA Secure PIN does not grant access to:
- Course grades and current schedule of classes
- The holder party to sign documents or make decisions/changes on a student behalf

Please note that campus offices are **not required** to release the student's personal information to a person providing the FERPA Secure PIN, but they **may** do so. This FERPA Secure PIN system protects the student's records and complies with the federal privacy law governing student records, FERPA.

8. Scroll down to the bottom of the page and click **Save**.

9. If you feel like the number is no longer secure (e.g. someone else may be using the number), decide to end a guest's access, or if you have another reason, you may change the FERPA Secure PIN any time while still a current student. Generate a new PIN by coming back to the Set/Update FERPA Secure PIN, selecting Set PIN again next to the name that you would like to update, and click Save. The old PIN will no longer be accepted by UWL offices. To deny access, you may also remove the person's name. Always remember to click **Save**.

10. **Contact your guest and give them the FERPA Secure PIN you generated for them.** They must have that PIN when they contact campus offices for your personal academic or financial information.
Additional things to remember:

- **Directory Information:** If the student gives a FERPA Secure PIN to a parent or other third party, that permission overrides any directory information restrictions already out there. Directory information is that information that is designated as public by the university, and it can be released by the institution for any purpose, at its discretion. Directions on how to restrict director information is separate. However, please remember that UWL offices are not required to release this information to the person providing the FERPA Secure PIN, but may do so.

- **Tuition payments:** Students may provide parents or guests a way to pay tuition through CashNet without access to WINGS. Information on how to create guest access to CashNet can be found on the Cashier's site about [Payment Options](#).

- **Former students:** Former students (graduated or have not attended for a full semester or more) do not have access to WINGS and therefore cannot use the FERPA Secure PIN as identify verification. Former students that call a UWL office should be prepared to supply their student ID number and/or other personal information to prove their identity.
Pay Your Student Bill Online

1. Scroll down to the **Finances** section of your Student Center.
2. Click the **Make a Deposit/Payment** link.

3. A new window should pop up:

4. Secure payments can be made through this page. (If a window or new tab does not pop up, you may have a pop-up blocker on. Check the settings on your internet browser and then try again.)

More billing information: [https://www.uwlax.edu/cashiers/tuition-and-billing/billing-and-registration/](https://www.uwlax.edu/cashiers/tuition-and-billing/billing-and-registration/)
Grant Access to View/Pay Bill

1. Scroll down to the **Finances** section of your Student Center.
2. Click on the **Grant Access to View/Pay Bill** button.

3. A new window should pop up. (If a window or new tab does not pop up, you may have a pop-up blocker on. Check the settings on your internet browser and then try again.)

4. The last box on the left side is labeled **Parental PINs**. (Even though it’s labeled Parental, this permission can be given to anyone the student has chosen.) Click the red **Add New** link in that box.

5. On the next screen, enter the login name you wish to assign to the parent or authorized payer in the **Authorized Payer** field.
6. Enter that person’s **name, email address, and relationship** to student.
7. You can add a note to the welcome email if you would like.
8. Check **yes** to the question, **Should this person be allowed to login?**
9. Select whether person should be able to see and pay your bills (**access**) or see your bills, pay your bills, and also get the electronic bill by email (**access & receive emails**) 
10. When finished, click the **OK** button.

11. Be sure to alert your parent or authorized payer that you have created a login for them and that their password will be sent to their email.
12. **Important:** this permission grants access **only** to your bill and to make payments in CashNet. This permission does **not** allow access to financial aid, grades, or other student information in WINGS. To give broader access to a guest or parent, create another guest user account on your Student Center. See the Create Guest Access to Your Student Center section. But if you want your guest to be able to pay your bill for you electronically, you must make them an authorized payor in CashNet following the above steps.

13. More information about billing can be found on the Cashier’s website here: [https://www.uwlax.edu/cashiers/tuition-and-billing/billing-and-registration/](https://www.uwlax.edu/cashiers/tuition-and-billing/billing-and-registration/)
Accept/Decline Your Financial Aid

1. Scroll down to the **Finances** section of your Student Center.
2. Click the **Accept/Decline Awards** link in the **Financial Aid** list.

3. You may encounter the **Electronic User Consent** agreement. Read through the agreement and either click ok or cancel.

**Electronic User Consent**

By clicking “OK”, you are giving us permission to conduct business with you electronically. If you do not agree, click “Cancel” and email us at finaid@uwec.edu.

You are also authorizing UW-La Crosse to make a payment on your account with Title IV Financial Aid funds for the costs of tuition and fees, room and board (if contracted) and other current charges for educationally related activities.

Students who are incarcerated in a state or federal correctional institution are not eligible for aid and are required by federal law to inform the Financial Aid Office of their incarceration.

Please also review your rights and responsibilities at [http://www.uwec.edu/financialaid/finaid.html](http://www.uwec.edu/financialaid/finaid.html).

4. If you click OK, next click on the appropriate **Aid Year** link.
Select the aid year you wish to view

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<td>Financial Aid Year 2019-2020</td>
</tr>
<tr>
<td>2019</td>
<td>UW-La Crosse</td>
<td>Financial Aid Year 2018-2019</td>
</tr>
</tbody>
</table>

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

5. Check the Accept or Decline box next to the award and click the Submit button.

Financial Aid

Award Package

Financial Aid Year 2019-2020

Your financial aid package has been revised based on updated information. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available. Remember to 'Submit' your changes.

More information on how to apply for financial aid can be found at www.uwlax.edu/finaid. The Financial Aid office is located in 215 Graff Main Hall and their email is finaid@uwlax.edu.
Finding Your Registration Appointment

1. Locate the **Enrollment Dates** box on the right-hand panel of your Student Center page. The appointment for your shopping cart is listed first. Shopping cart appointments allow you to add courses to your shopping cart and save them there in preparation for your registration appointment. If you only see a shopping cart appointment, the registration appointment has not been assigned yet. The displayed appointment is for the very next term. That is often the Winter or Summer Session. Click the **Details** link to see additional terms.

2. The page may automatically take you to the next term in chronological order, so you may need to click the **Change Term** button to find another term.

3. Select the term you would like to see the details on and click the **Continue** button.
4. In the **Enrollment Appointments** section, your registration date is located in the **Regular Academic Session** row. Under in the **Appointment Begins** column, you will see both the date and time your appointment starts. You can continue to register up through the start of the term. The Open Enrollment Dates are the first 5 days of classes in which you can also add/drop. Please note links to your Shopping Cart and to the Add Classes page if you are ready to register.

5. To find your appointment for a different term, click the **Change Term** button.

**Please note:**

- Registration appointments are set by the number of credits a student has earned by the week before registration. Larger numbers of credits go first. Special, non-degree seeking students go last.
- This does not include credits you are currently taking (in-progress courses), either at UWL or at another school.
- Earned transfer credit will count in the total if the course has a final grade and the transcript has been received by UWL.
- Your specific enrollment date and time will appear in WINGS approximately 2 weeks prior to the first day of registration.
Search for Classes/Creating a Schedule in Schedule Planner

You may use Schedule Planner to start generating test schedules 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.

**Please note:** Schedule Planner’s layout adjusts to the device you are using. The below pictures are based on laptop/desktop view. On a mobile device, the Add Course, Breaks, and Generate Schedules sections may show up as separate tabs at the bottom.

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

Tip: If you are taken back to your main Student Center page, there may be an issue with your browser. Try clearing your cache or use a different browser.
2. Choose the term you are interested in and click **Save and Continue**.

3. You are now on the **Plan Schedule** screen.

4. The various filters at the top of the screen affect which courses you will find in your search. Click on the Change button to change your filters.

   a. **Course Status**: can limit your search to open classes (classes that still have seats available) or to both open & full classes
      i. **Classes that are full but have a wait list are under the full filter**
   
   b. **Sessions**: in most situations keeping all of these checked will give you the best results.
      i. If you want to limit your options to only classes that run the entire semester, only check the **Regular Academic Session**.
      ii. If you are looking to add a shorter class, choose one of the shorter sessions.
      iii. **Dynamic Dates** means the class can have an unusual start and/or end date.
iv. Summer term will have many more session options to choose from, so the session filter is often more widely used when searching for summer classes.

c. **Term**: what term of classes you would like to search. There is often more than one term available, so check that this is set correctly before searching

d. **Instruction Modes**:

i. **Blended (In Person/Online/ITV), a.k.a. Hybrid**: Course in which content delivery, course activities, and assessments take place both in a physical classroom and online. The percentage in which the class meets in a classroom versus online is determined by the department & instructor.

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

iii. **In-Person**: Course in which content delivery, course activities, and assessments take place in a physical classroom.

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

v. **Online Synchronous**: All content and course activities take place online. Some or all of the class still takes place at a scheduled time. Online elements can be required (e.g., a lecture or exam) or optional (e.g., office hours or discussion times). A meeting date & time is listed in the schedule and enrolled students must schedule other classes/activities around that time.

5. Use **Add Breaks** to build in activities that you want to schedule around such as lunch, practice, or work.
6. Click **Add Course** to find and add courses to use in a schedule.

![Courses](image)

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

7. Use the course filters on the Add Course screen to find your course.

   a. **My Planner** helps you to find courses you have already put term by term into the Academic Planner in your WINGS Student Center. If no classes show here, you do not have any classes in that term in the My Planner in WINGS. Unassigned courses (not assigned to a term) do not appear in Schedule Planner. Directions on using My Planner are posted separately.

   b. **Course Attributes** allow you to search for:
      
      i. **Community Engaged Learning** courses
      
      ii. **Sustainability** courses - sustainability will be the core theme of the course or a topic within the course
      
      iii. **General Education Program** courses - search by categories GE00-GE09
      
      iv. You can add more than one attribute to search at the same time. If you leave the Subject filter on "All Subjects," you can see all courses under that attribute listed in the Course filter. Or you can narrow the results further by choosing a subject in that filter.

![Add Course](image)

   c. If the course has a topic, an additional field will appear in the **By Subject** search. You must select a topic before you can add that course. Only one topic can be added at a time. To search multiple topics, you must add the course multiple times to your list.
d. Click **Add Course** when you find the course you want. It will put the course in the right column so you can search for more courses to add.

e. If you change your mind about a course you've added, you can use the red X to remove it.

8. Click **Done** when ready to generate a schedule. You will be returned to the main Plan Schedule tab and the courses you chose will appear under the +Add Course section.

9. Filter more by using **Options**, the gear icon next to each course in the Add Course list. The **Generate Schedules** step will use your filters to narrow down your list of options even further.

   a. **Filter by exact time**: click on Options. Each section displays its scheduled time and mode of instruction. Check only the sections you would like to get into. Be sure to pay attention to whether there are still seats available in your desired section.
b. **Find the closed sections with wait lists that have room on the wait lists:** Make sure the Course Status filter at the top of the main screen is looking for both Open & Full sections. Then click on Options next to your course. Click on the blue information bubble next to a section to see if there is a wait list. If there are students on the wait list, a Waitlist number will show. If there are seats available in the wait list, a Waitlist Open number will show. If there is no wait list at all, neither one of these will show.

![Section 01 LEC](image)

- Title: Accounting Principles I
- Component: LEC
- Session: Regular Academic Session
- Waitlist: 3
- Waitlist Open: 27
- Description: An introduction to accounting as an information system. Emphasis is on reporting to external constituencies: investors and creditors. Topics include recording economic activities of the firm and the resultant financial reports, time value of money concept and its applications to financial reporting.
- Textbook: View Books to Buy

---

c. **Filter by instructor:** click on the Options next to your course. Then click on the Advanced Options link.

Public Health 200
Public Health for Edu Citizen
Tips when using Options:

- Click the Generate Schedules button in step 10 fire, before adding more filters, so that you can see the largest number of possibilities first. Getting very specific before you know what is available will make it more difficult to find an open schedule.
- If too many filters are selected, it is possible to end up with 0 possible schedules. In that case, go back and adjust your selected filters or update the list of courses you are scheduling.
- See how many seats are available in all sections of a course by clicking on the Options. If all of the sections say 0, click on the blue info button to see if there is a wait list.
- If you have changed the Course Status filter to include both open and closed sections in order to see wait lists, you use the checkboxes under Options to uncheck any closed sections that don't have a wait list or have a full wait list.
- If you have the Course Status filter to include only open classes, the closed sections will display on the Disabled tab.

10. Click on Generate Schedules to view potential schedules based on those courses (and filters, if you have added any). The example below has generated 132 possible schedules. You can look through those schedules or use the additional filters under Options to narrow down your results more.

11. Hover over the magnifying class with your cursor to see a miniature view of the weekly schedule. Click on the blue View link to see the large view.
12. Once you have clicked **View**, you can click through the various schedules using the arrows at the top.

13. Review the possible schedules. Look at the available seats, the times the various sections are offered and whether the courses you want conflict, and test out various scenarios using some or all of the following options, including making several of your best schedules **"Favorites."**

   a. Click on the **Lock** icon next to the course section you want to keep that section in your schedule. After locking a class, any new schedules generated will keep that specific section. If you change your mind about keeping the section, click the lock icon again to unlock.

      i. Please note if locking all the sections, you are essentially saving that one specific schedule which will remain in your Schedule Planner until you are ready to send it to your shopping cart. Consider using the **Favorites** option below instead, which will allow you to save more than one schedule.

      ii. Locking a schedule **does not** reserve you a seat in the section.
b. Click on the blue information bubble to review the **Class Details**. Class details include: instructor's name, course description, if there is a wait list, number of seats open in wait list (if the section has one), prerequisites, if consent is required to register, mode of instruction, view books to buy, and important notes about that section.

**Tip:** The link to view your textbooks may not be available immediately upon registration. Be sure to check the list after you are registered.
c. Creating Favorite Schedules:

**Tip:** Have several Favorite schedules saved to give yourself more options on your day of registration. Set them up ahead of time and then wait until the day of your registration appointment to send your preferred schedule to the shopping cart. This makes it easy to see whether seats are still available in your preferred schedules and saves time if you need to make changes because you won't need to drop classes out of the shopping cart first to generate new schedules.

i. Click on the "Favorites" heart icon at the top to save a schedule.

![Potential Schedule](image)

ii. Enter a name to help keep track of which saved schedule is which. Click OK when done.

![What name would you like to give this Schedule?](image)

iii. You may go back to the top and keep scrolling through the schedules. If you find another possibility, follow the same steps to make it a Favorite but give it a different label.

iv. You can have as many favorites as you want, and you can return to edit them from the Plan Schedule page.
v. Saving a Favorite schedule does not reserve you a seat in the class.

vi. Once your registration appointment starts, you can review the schedule and see if there are still open seats. If one of your Favorites has a class that is full, you can move onto the next Favorite schedule and check there.

d. If you haven't made a Favorite schedule, you can also lock all the sections with the lock icon and you will be able to return to that one schedule when its time to put them in your shopping cart.

14. Once you have chosen a schedule, click Validate at the top to see if you will meet the prerequisites for those courses. If you do not meet the prerequisites, you will not be able to enroll in the course. If you see a red X, be sure to read why you will not be able to enroll in the course. If you have questions about the message, contact your academic advisor or the Records office.
a. You must have a validation appointment in order to validate your schedule. Those appointments are created a week or two before mid-term of the current semester. If there is not appointment, you will receive a permissions error when you try to validate.

15. If you are satisfied with the schedule, mark it using the Favorite heart icon at the top and give it a name you will remember.

16. When your registration appointment starts and you are ready to register, go to that Favorite and then click Send to Shopping Cart.

a. If shopping carts are not open yet, you will receive a permissions error message. Shopping carts for the next term are activated a week or two before mid-term.

17. If the schedule went to the shopping cart successfully, you will see all of your classes under the Shopping Cart tab.

a. If it is your time to register, click on Register to continue the process.

b. If you need to make changes, you can click on Edit Cart to remove some or all of the courses from your cart.
Your selected courses must be in your shopping cart before you can register. Having a course in your shopping cart does not reserve a seat in the class.

Review the "Register Using Schedule Planner" directions for more details on how to finish registering.
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. In order 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**.
10. The box marked **Show Open Classes Only** might be checked. If you would like to see all classes (open, closed, & wait listed), make sure this box is unchecked. Classes with wait lists only show up if this is unchecked.

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**.
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. **Blended (In Person/Online/ITV), a.k.a. Hybrid:** Course in which content delivery, course activities, and assessments take place both in a physical classroom and online. The percentage in which the class meets in a classroom versus online is determined by the department & instructor.
   ii. **Independent Study:** Students work out with their instructor when they will meet and what topic they will study. This type of course always requires instructor approval in order to register. First years and sophomores vary rarely have this type of course.
   iii. **In-Person:** Course in which content delivery, course activities, and assessments take place in a physical classroom.
   iv. **Online Asynchronous or Online:** All content and course activities take place online. Students do not meet in person at a physical site. 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.
   v. **Online Synchronous:** All content and course activities take place online. Some or all of the class still takes place at a scheduled time. Online elements can be required (e.g., a lecture or exam) or optional (e.g., office hours or discussion times). A meeting date & time is listed in the schedule and enrolled students must schedule other classes/activities around that time.

e. **Requirement Designation** - to narrow results down to a specific general education requirement/category, or to find writing emphasis courses. For example: GE08: Arts will limit the results to only courses that satisfy the Arts: the Aesthetic Experience general education requirement. This filter also allows you to search by general education subcategories (e.g. GE04-01 World History versus GE04-02 Global/Multicultural Studies).
f. 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 have a sustainability related theme or topic. Once you choose an Attribute, narrow down the results further by selecting a related Attribute Value. Please note that the general education categories are better searched using the Requirement Designation filter because that filter breaks down the categories into subcategories.

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.

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 wait lists. Remember, wait listed courses only appear if the Show Open Classes Only is unchecked.

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.
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, wait list 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 wait lists.

Class Detail

ANT 101 - 02 Human Nature/Human Culture
UW-La Crosse | 2020 Fall | Lecture

<table>
<thead>
<tr>
<th>Class Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class Number</strong></td>
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<tr>
<td><strong>Session</strong></td>
</tr>
<tr>
<td><strong>Units</strong></td>
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<td><strong>Class Components</strong></td>
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<table>
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<tr>
<th>Meeting Information</th>
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<tr>
<td><strong>Days &amp; Times</strong></td>
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<tr>
<td><strong>Room</strong></td>
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<tr>
<td><strong>Instructor</strong></td>
</tr>
<tr>
<td><strong>Meeting Dates</strong></td>
</tr>
</tbody>
</table>

| Class Attributes | GE06: Self and Society |

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<tr>
<th>Class Availability</th>
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<tr>
<td><strong>Combined Section Capacity</strong></td>
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<td><strong>Enrollment Total</strong></td>
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<tr>
<td><strong>Available Seats</strong></td>
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<tr>
<td><strong>Wait List Capacity</strong></td>
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<td><strong>Wait List Total</strong></td>
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<table>
<thead>
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<th>Combined Section</th>
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<tr>
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<tr>
<td><strong>Status</strong></td>
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<td><strong>Wait List Tot</strong></td>
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<td><strong>ANT 101-02 LEC (2622)</strong></td>
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<td><strong>Enrollment Tot</strong></td>
</tr>
<tr>
<td><strong>Wait List Tot</strong></td>
</tr>
</tbody>
</table>

**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.
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.

![Class Notes and View Books to Buy buttons](image)

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. In addition, two weeks before the term starts, the textbook list for all your classes is 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 that class yet.

![Academics section](image)

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

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

ANT 101
MoWe 2:15PM - 3:40PM
Centennial 2305

The following classes match your search criteria: Course Subject: Anthropology, Course Number is exactly '101', Show Open Classes Only: No.

✅ 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.

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.

Fall 2020 | Undergraduate | UW-La Crosse
Validating Your Schedule in Schedule Planner (a.k.a. checking the prerequisites)

Use this feature to check whether you meet all the course prerequisites before you register instead of during the enrollment process.

1. Generate a schedule with one or more courses in it following the steps in "Search for Classes/Creating a Schedule using Schedule Planner."

   • **Important:** You must have a validation appointment to check the prerequisites on your schedule. If you try to validate too early, you will receive this error:

   ![Validate Results](image)

   You may not be able to register for the following courses:
   PH-200, 01, Katie Wagoner
   - Class not put into Shopping Cart because student Academic Career cannot be determined from term activation nor academic program details.

   • You can still develop and save a schedule using the Favorites icon to be ready when shopping carts open. You can also verify the courses the day of or a few days before your registration appointment starts.

   **Tip:** to find out if validation appointments have been set, go into your WINGS Student Center and look in the "Enrollment Dates" section on the right hand side. If you see a Shopping Cart Appointment listed, you should be able to validate your schedule.
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**

![Potential Schedule for Spring 2022](image)

4. Review your results. The red X means there is a prerequisite or instructor permission problem. Read the message to find out more.
   - 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.
   - A green checkmark means you will be able to register into the course.
   - 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 classes that have been graded with a "D" or an "F" can be repeated, unless the class is a topics class where you can take it again as a different topic.
     - You will be able to register into this class; 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.

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:
- Students are able to validate courses through the 5th day of class.

- In your WINGS Student Center, classes must be in the shopping cart AND there must be a validation appointment in order to validate. Your shopping cart can be found under the "Plan" link in the Academics section, and then by finding the Shopping Cart tab at the top of the next page.

If you have questions, please contact the Records and Registration Office in 117 Graff Main Hall or at records@uwla, 608.785.8951.
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 Instruction Mode filter to limit your results to online classes only.
4. Click **Add Course** to search for courses.

5. Use the course filters to find your course.
   
a. **Course Attributes** allow you to search within categories of the General Education Program. You can choose multiple categories to search at once.

   b. **My Planner** helps you to find courses you have already put term by term into the Academic Planner in your WINGS Student Center.

   c. If the course has a **topic**, you must select a topic as well. You can only add one topic at a time. To search multiple topics, you must add the course multiple times.
6. Click **Add Course** to add course to your selections. They will appear on the right when added. Click **Done** when you have added all the courses you want.

7. Back on the **Plan Schedule** page, the courses you added are now listed under **Courses**.

8. Use the **Add Breaks** to build times into your schedule in which you don’t want any classes, such as lunchtime, work, or practice.
9. Click **Generate Schedules**. Schedule Planner uses all available sections of a course to build you a list of possible schedules. If the list of schedules is too big to choose from, you can narrow your results by clicking on the **Options** gear icon next to a class and selecting only specific sections.
10. Back on the main **Plan Schedule** page, click **Generate Schedules** again. Then hover over the magnifying glass to get a quick view of your schedule. Click on **View** to get a more detailed look.

11. In your potential schedule, use the **Lock** icon in the class information section or on the section in the grid for sections you want to keep. This will narrow down your selection of schedules even further. If you change your mind, click the icon again to unlock.
12. After locking a class, any new schedules generated will keep that specific class section. If you return to the first page and add/remove courses, the locked class will remain in the potential schedules you generate until unlocked.
13. **Creating Favorite Schedules:** Click on the "Favorites" heart icon at the top to save a schedule. You can save multiple schedules as favorites.

**Tip:** Have several Favorite schedules saved to give yourself more options on your day of registration. Set them up ahead of time and then wait until the day of your registration appointment to send your preferred schedule to the shopping cart. This makes it easy to see whether seats are still available in your preferred schedules and saves time if you need to make changes because you won't need to drop classes out of the shopping cart first to generate new schedules.

---

### Potential Schedule

Status | Class # | Subject | Course | Section | Seats Open | Day(s) & Location(s) | Dates | Credits | Instruction Mode
---|---|---|---|---|---|---|---|---|---

You are viewing a potential schedule only and you must still register.

---

a. Enter a name to help keep track of which saved schedule is which. Click OK when done.

---

b. You can have as many favorites as you want, and you can return to edit them from the Plan Schedule page.

---

c. Note: saving a Favorite schedule does not reserve you a seat in the class.
14. Pull up the schedule you want to register for by clicking on the View link next to a generated schedule or next to your Favorite saved schedule.

15. Review whether there are still seats open in the sections you want. Make changes as needed.

16. Once you think the schedule is ready, click Send to Shopping Cart.

17. Review & validate the courses in your Shopping Cart. Add or drop any courses if 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 should have no problem registering for these courses:

- HPR-105, 14D, Ali Berry
  - The Requirement Designation Options was set to 'YES' by the enrollment process.
- GEO-110, 02, Georges Cravins
  - The Requirement Designation Options was set to 'YES' by the enrollment process.

![Remove from Cart]

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.
d. To add another course, go back to the Plan Schedule page, add another course to your list, and generate a new schedule.

18. If your shopping cart is ready and your registration appointment has started, click Register on the Shopping Cart page.

19. 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.

20. Next, click Continue to confirm that you want to register for this schedule.
21. 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.
      
      HPR-105, 14D, Ali Berry
      - 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.

   b. A red ✗ means you have not successfully registered in a course. Read the text to understand why. If you need help regarding the error you received, contact the Records and Registration Office.

      ⚠ You are not registered for the following courses.
      
      MTH-123, 01, Andrew Pingree
      - Unable to add this class - requisites have not been met., Description: Prerequisite: STAT 045 or MTH 050 or an appropriate placement test score.

22. 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.
23. 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. **To drop classes** from your schedule, click on **Current Schedule** tab in Schedule Planner. Click **Edit or 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**.
Tip: Be sure to check the **Edit or Drop Classes** button to get to the Drop screen. The **Drop** boxes on the Current Schedule screen are disabled.

![Please Note](image)

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**.

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**, go back into your WINGS Student Center by using the SWAP link on the **Plan Schedule** tab. You should be taken back into WINGS to the Enroll page in WINGS. Select the **Swap** 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.
i. Make sure you are on the **Swap** tab in your WINGS Student Center. From the drop down, select one of the classes you are currently registered for to swap out.

![Swap tab in WINGS Student Center](image)

### 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

**Fall 2020 | Undergraduate | UW-La Crosse**

### Swap This Class

Select from your schedule: **HIS 110, World History**

### With This Class

**Search for Class**

**Enter Class Nbr**

![Swap class search in WINGS Student Center](image)

ii. Search for the class you want to switch into and click **Select**.

iii. Review the swap and click **Finish Swapping** if it looks good.

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.

24. 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.
- After the tenth day, you will also need your college dean's office approval to add a course. You will need to bring all the approvals to the Records and Registration office to be registered.
- Winter and Summer terms have shorter deadlines.
- **Overrides:** Classes that are closed or have prerequisites that need to be overridden 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.
  - iii. After the 10th day, any overrides have to be done on paper and have signatures of all three approvers. Add/drop slips can be found in the Records and Registration office.

**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@uwla.edu. If you have a question about an error you are getting or you have trouble registering, contact the Records and Registration Office for assistance at records@uwla.edu or 117 Graff Main Hall.
How to 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**.

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 ✅. If you have added but then dropped a course, it will show in this section with a blue ❌. 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.

**Tips:**

- You can also start a search by clicking on the **Search** button to the left of your shopping cart.

- **Schedule Planner** is another way to find and register for courses. This feature can generate multiple schedules at one time, allowing you to test out various courses to see how they will 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.
7. When your shopping cart is ready, click the **Proceed to Step 2 of 3** button.

![Image of shopping cart](image)

8. Review the courses that you wish to add.
   a. 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 an 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.

![Image of course schedule](image)
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/](http://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 07/29/2020  ☐ Yes, I have read and agree to the Terms.
```

11. When you are finished reading this document, check the box next to "**Yes, I have read and agree to the Terms**" in order to agree to the terms and continue. Then click the link titled "**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.
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.
- After the tenth day, you will also need your college dean's office approval to add a course. You will need to bring all the approvals to the Records and Registration office to be registered.
- Winter and Summer terms have shorter deadlines.
- **Overrides**: Classes that are closed or have prerequisites that need to be overridden with permission from the instructor, department, and/or dean's office, depending on what is being overridden.
  1. 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.
  2. Closed classes will still appear closed; if you have an override, you will be able to register anyway.
  3. After the 10th day, any overrides have to be done on paper and have signatures of all three approvers. Add/drop slips can be found in the Records and Registration office.

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@uwltax.edu. If you have a question about an error you are getting or you have trouble registering, contact the Records and Registration Office for assistance at records@uwltax.edu or 117 Graff Main Hall.
How to Drop a Class in Schedule Planner

After the first 10 days of a semester (deadline is shorter for shorter classes & Winter/Summer), you must have permission from your instructor or advisor to drop a class.

1. Click on the Schedule Planner link from your WINGS Student Center

2. Go to the **Current Schedule** in the top tab in Schedule Planner and click on **Edit or Drop Classes**.

**Tip:** the Drop box on the Current Schedule page in the screenshot below does not work. **You must click on the Edit or Drop Classes button** to get to the page where you can drop classes. See the next screenshot.
A. Check **Drop** next to the course and click **Save**.

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

C. **Confirm**

D. On the next window, click **Save**.
E. Review your course schedule on the **Current Schedule** page to make sure everything is correct.

Please note:

- **Important:** If you receive an error when trying to drop, read the error message to find out why.
  - You cannot drop below 1 credit on your own. **For example, if you are taking one class over the summer, you cannot drop it without help.**
  - If you want to drop all of your classes for a Fall or Spring term, please contact the Student Life office at studentlife@uwlax.edu. If you are dropping all classes in Summer or Winter, please contact the Records and Registration office.

- After the first 10 days of a semester (deadline is shorter for shorter classes & Winter/Summer), you must have permission from your instructor or advisor to drop a class. If they give you electronic permission, follow the above steps to drop.

- The academic deadlines for your classes can be found by clicking on the calendar icon next to the course in your schedule in WINGS. Or go to [www.uwlax.edu/records/dates-and-deadlines/](http://www.uwlax.edu/records/dates-and-deadlines/)

- Refund dates are set by the Cashier's office and are often different than the academic drop deadlines. Tuition for 12-18 credits remains the same in the fall/spring terms. Contact the Cashier's office for information about fees and refund dates. All students are charged a non-refundable registration fee each term, whether or not you drop all of your courses before the semester starts. Check the Cashier's office for the exact amount.

- **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 you are getting or you have trouble registering, contact the Records and Registration Office for assistance at records@uwlax.edu or 117 Graff Main Hall.
How to Drop a Class in WINGS Student Center

After the first 10 days of a semester (deadline is shorter for shorter classes & Winter/Summer), you must have permission from your instructor or advisor to drop a class.

1. Click the Enroll link in the Academics section at the top of the page

2. Select the Drop tab.

3. Select the appropriate term and click the Continue button. (This step will not be necessary if there is only one active term.)
4. Read the cautions at the top in red and take them into account when continuing. Then select the course you wish to drop and click **Drop Selected Classes**.

5. On the next screen, verify that the course is correct and click **Finish Dropping**.

2. **Confirm your selection**

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.
6. View your results.
   a. A green check mark ✓ in the status field indicates that you have successfully dropped that course.
   b. A red ✗ indicates that you have not successfully dropped the course. If you received a ✗, you no longer have permission to drop the course on your own. Read the error text to find out why. If you have further questions about why you could not drop, contact the Records and Registration Office.

3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

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<table>
<thead>
<tr>
<th>Class</th>
<th>Message: You have been given a grade of W for this class.</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 241</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

7. View your course schedule after this step to ensure that you have successfully dropped all desired courses. Click on the My Class Schedule button underneath the results table.

Please note:

- **Important**: If you receive an error when trying to drop, read the error message to find out why.
  - You cannot drop below 1 credit on your own. **For example, if you are taking one class over the summer, you cannot drop it without help.**
  - If you want to drop all of your classes for a Fall or Spring term, please contact the Student Life office at studentlife@uwlax.edu. If you are dropping all classes in Summer or Winter, please contact the Records and Registration office.
- After the first 10 days of a semester (deadline is shorter for shorter classes & Winter/Summer), you must have permission from your instructor or advisor to
drop a class. If they give you electronic permission, follow the above steps to drop.

- The academic deadlines for your classes can be found by clicking on the calendar icon next to the course in your schedule in WINGS. Or go to www.uwlax.edu/records/dates-and-deadlines/

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- **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 you are getting or you have trouble registering, contact the Records and Registration Office for assistance at records@uwlax.edu or 117 Graff Main Hall.
How to Swap a Class

1. To start:
   a. In your **WINGS Student Center**, click the **Enroll** link under the **Academics** section.

   ![Stryker's Student Center](image)

   ![Academics](image)

   ![Schedule Planner](image)

   ![Plan Schedule](image)

   ![Instructions](image)

   ![SWAP](image)

   b. In **Schedule Planner**, click on the **SWAP** button on the **Plan Schedule** page. This will take you to the Swap page in your WINGS Student Center.
2. Select your **term** and click the green **Continue** button.

3. Select the **Swap** tab. Then choose the course from your schedule that you would like to swap out from the **select from your schedule** drop-down menu.
4. Search for the course that you would like to swap it with by clicking **Search** or by entering the **four-digit Class Nbr** that is assigned by WINGS to individual sections.

![Search for Class](image)

5. If you entered the **Class Nbr**, click **Enter**. If you found the section in the search, click **Select**.

![My Fall 2020 Class Schedule](image)

6. Review the section to see which one of the following applies:
   a. If it is **open**, it has a green circle. Click **Next** to continue.

![Select a class to swap - Enrollment Preferences](image)
b. If the section is **closed** (no seats available), there will be a blue box at the top. You will not be able to swap with this class unless you have an electronic class permission (a.k.a. override). If you have an override, click Next to continue.

![Class Preferences](image)

If it is **closed but has a wait list**, it will have a yellow triangle. To get on the wait list for a class with a yellow triangle during the swap, select the wait list if class is full option. Click **Next** to continue.

![Class Preferences](image)

**Please note:** you will not be allowed to swap onto a wait list of a combined section. A combined section will be marked in the notes.

![Class Information](image)
7. Review the swap and then click the **Finish Swapping** button if you are ready to continue. Or click **Cancel** to start over.

2. **Confirm your selection**

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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<table>
<thead>
<tr>
<th>You are replacing this class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
</tr>
<tr>
<td>HIS 110-22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>With this class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
</tr>
<tr>
<td>HIS 110-55</td>
</tr>
</tbody>
</table>

8. **View results.**

   a. A green check mark ✔ in the status field indicates that you have successfully swapped courses.
   b. A red ✗ indicates that you **have not** successfully swapped. If you received an ✗, review the error text to understand why. If you need help understanding why the error, contact the Records and Registration Office.
9. Review your class schedule to ensure that you have successfully swapped your courses.

10. Some reasons why it might not swap:
   a. There is a time conflict in your schedule with the class you are swapping into.
   b. The class is full or the wait list is full.
   c. The class you are swapping out of or into has linked sections such as a discussion or lab that are causing conflicts or don’t have a seat, even though there is a seat in the lecture.

Please note:

- You cannot swap courses after the fifth day of the semester. After that time, you will need instructor or advisor permission to swap (need permission for both courses).

- Swapping is most useful when you don’t want to drop a class unless you can get into another class at the same time.

- Remember, if you are getting onto a wait list and there are issues with your schedule (time conflicts, too many credits, etc), it will still allow you onto the wait list as long as there is a seat and you meet prerequisites. However, if a seat opens up, the system will not register you and you will be skipped over. Always check your schedule before adding yourself to a wait list.

- If you have questions about or need assistance swapping, contact the Records and Registration Office at records@uwlaax.edu or 117 Graff Main Hall.
How to Get on a Wait List, Swapping onto a Wait List, and Wait List FAQs

A. In Schedule Planner
B. In WINGS Student Center
C. Swapping onto a Wait List (WINGS)
D. Wait List Frequently Asked Questions (FAQs)

A. Wait Lists in Schedule Planner

1. Not all classes have a wait list. To determine if a closed class has a wait list, make sure you have the Course Status filter set to view both Open and Full classes.

2. Then pick a specific section by adding the course and using the Options to view all the sections of a course. Click the blue information icon. Or generate a schedule with that section, click the View button next to one of them. Click the blue information icon.

   a. If the course has a wait list with spots open, the Waitlist Open field will show how many spots are still available. It will not show up if the wait list is full.

   b. If there are already students on the wait list, the Waitlist field will appear, indicating the number of students already on the wait list. It will not show up if there is no one on the wait list yet.
3. To add yourself to the wait list, add the course to your Shopping Cart by clicking **Send to Shopping Cart**.

![Image of Send to Shopping Cart button]

4. **Each section that has a wait list with a seat available** will show up with a "Wait List?" option. Checkmark the **Wait List?** box and click **Finish**.

![Image of Before you add this to your cart screen]

**Tip:** Use the SWAP feature in your WINGS Student Center to get on a wait list if you want the system to drop you from another class, if a seat opens up in this one. See later directions for how to swap onto a wait list.

5. Click **Register** and proceed through the registration steps.
6. If you missed checking the wait list box the first time, you can return to your **Shopping Cart** and click **Edit Cart**.
   a. **If the section has a wait list with seats available**, the **Wait List?** box will appear for you to check. Click that box and then **Save**. Then click the **Register** button again.

7. Review your results.
   a. **If successful**, you will receive this message with a position number (#1 being highest).

   ![Registration successful message]

   **You have been successfully registered for the following courses.**
   
   **ART-162, 02, Joshua Doster**
   
   - Success: This class has been added to your schedule. Class 3634 is full.
   You have been placed on the wait list in position number 1.

   b. **If you forgot to check the wait list box**, you may receive this message. Return to your **Shopping Cart** and select **Edit Cart** to see if there is a wait list. See step 5 above.
8. The wait listed class will display in your class schedule, under the **Current Schedule** tab, with a status of **Wait Listed**.

**My Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Component</th>
<th>Day(s) &amp; Location(s)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wait Listed</td>
<td>ART</td>
<td>162</td>
<td>02</td>
<td>LEC</td>
<td>TTh 11:00am - 1:30pm - Arts 207 207</td>
<td>Drop</td>
</tr>
</tbody>
</table>

**Things to remember about the wait list:**

a. The automated wait list process runs once a day between 4:00 and 5:00pm, up through the day before classes start. If a seat in the course opens, the wait list process will automatically register students from the wait list based on their wait list position and whether the class still fits in their schedule. For example, wait list position #1 will be registered before position #2, **as long as no errors occur** during wait list processing (i.e. a time conflict, a hold on your record, not exceeding maximum credit load, etc.).

b. Getting on the wait list does not guarantee enrollment in the class. A seat must open, your schedule must be free, and you must still meet the prerequisites for the class in order to be enrolled.

c. **If you are successfully enrolled through the wait list process,** you will be notified by email, and the class status on your schedule in Schedule Planner will change to **Enrolled**.

d. **If an error occurs preventing your enrollment (see the FAQs for examples),** you will receive an email notifying you and the process will move on to the next student on the list. You will remain on the list in the same position, but you will continue to be bypassed until the error is resolved. If there are no eligible students on the wait list, the class will open and students not on the wait list will be able to enroll.

e. Wait lists only run up through the day before the term starts. Wait lists are erased in WINGS on the first day of the term. Starting that day, if a seat opens up during the change of schedule period, you will need to register yourself directly. If the class remains closed, departments may still be handing out class permissions/overrides. Check with the department/instructor to find out if that is the case.

f. See the **Swapping onto a Wait List** section for directions on how to swap with a wait list. See the **FAQs** for more tips and tricks, including how to register with an override if you are on the wait list.
B. Wait Lists in WINGS Student Center

1. The status of the class will indicate if the class has the wait list option.

You can determine the wait list capacity by clicking on the class link in the Class Search.

Tip: Use the SWAP feature in your WINGS Student Center to get on a wait list if you want the system to drop you from another class, if a seat opens up in this one. See later directions for how to swap onto a wait list.

2. Search for the class you want and select the wait listed section as if going to add the course to your shopping cart.

3. On the Select classes to add screen, check the box for Wait List if class is full and click Next.
4. Proceed through the rest of the enrollment steps. You must meet all class prerequisites to get on the wait list. If the wait list is full, you will get a red X and an error message explaining. You would need to check back later to add yourself to the wait list.

5. If successfully put on the wait list, you will get a green check mark and a position number (#1 for the first person, #2 for the second, etc…).

6. The wait listed class will be displayed in the calendar view of your class schedule. It will be noted with a status of **Waiting**.
To see it on the list view, you will need to use the filters to include the **Show Waitlisted Classes**.

### Class Schedule Filter Options

- **Show Enrolled Classes**
- **Show Dropped Classes**
- **Show Waitlisted Classes**

### Things to remember about the wait list:

a. The automated wait list process runs once a day between 4:00 and 5:00pm, up through the day before classes start. If a seat in the course opens, the wait list process will automatically register students from the wait list based on their wait list position and whether the class still fits in their schedule. For example, wait list position #1 will be registered before position #2, **as long as no errors occur** during wait list processing (i.e. a time conflict, a hold on your record, not exceeding maximum credit load, etc.).

b. Getting on the wait list does not guarantee enrollment in the class. A seat must open, your schedule must be free, and you must still meet the prerequisites for the class in order to be enrolled.

c. If you are successfully enrolled through the wait list process, you will be notified by email, and the class status on your schedule in Schedule Planner will change to **Enrolled**.

d. If an error occurs preventing your enrollment (see the FAQs for examples), you will receive an email notifying you and the process will move on to the next student on the list. You will remain on the list in the same position, but you will continue to be bypassed until the error is resolved. If there are no eligible students on the wait list, the class will open and students not on the wait list will be able to enroll.

e. Wait lists only run up through the day before the term starts. Wait lists are erased in WINGS on the first day of the term. Starting that day, if a seat opens up during the change of schedule period, you will need to register yourself directly. If the class remains closed, departments may still be handing out class permissions/overrides. Check with the department/instructor to find out if that is the case.

f. See the **Swapping onto a Wait List** section for directions on how to swap with a wait list. See the FAQs for more tips and tricks, including how to register with an override if you are on the wait list.
C. Swapping onto a Wait List

You want to get on a wait list for a class, but you don't want to lose your 2nd choice in the event a seat doesn't open up in your 1st choice. What do you do?

Register into your backup class first, then use the SWAP feature to enroll on the wait list of your 1st choice. If a seat becomes available and you are at the top of the wait list with no conflicts or errors, WINGS will drop your backup class and add your desired class. If you never get enrolled off the wait list, you are not dropped from your 2nd choice.

Situations that can be solved by setting up the swap correctly:

- **Time conflicts with another class**
- **The class you want will put you over 18 credits**
  - If the class is three credits and will put you at 18 or more credits, use a 3 credit class you are already enrolled in to use in the swap. If you get into your 1st choice, the other class will be dropped.
- **Already enrolled in one section of the class but you prefer to have a different section**

You must be enrolled in the class you plan to drop before you attempt the swap transaction. You can be in a maximum of 12 wait listed credits.

**Directions:**

1. **Register into your back up course first.** This can be done in WINGS or Schedule Planner, but the following steps must be done in WINGS.

2. In WINGS, start a new enrollment action by going to the **Swap tab** of the enrollment area. This is under the **Enroll** link or the **Enrollment: Swap** option in the drop down menu of the Academics section of your homepage.
3. Choose the class to drop from the **Swap This Class** drop down. (This is the class that will be dropped.) Search for the class or enter the 4-digit Class Nbr in the **With This Class** section. (This is your preferred class with the wait list.) Click **Enter** when done.

4. If the class has linked lecture/lab, choose your preferred section or review the information and click **Next**.

5. Click the box **Wait list if class is full**. Then click **Next**.

### 1. Select a class to swap - Enrollment Preferences

- **SPA 302-01**: Lecture
- **Session**: Regular Academic Session
- **Career**: Undergraduate

**Prerequisite:** SPA 202 or SPA 221 or placement based on UW System Placement Test scores.
6. Review the swap. When ready, click **Finish Swapping**.

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

7. You will receive a message indicating your spot on the wait list. If you get to position #1 and a seat becomes available, your backup class will be dropped and your wait listed class will be added as long as there are no errors. You will receive an email if you are registered into the class or if there was an error registering. If there was an error, the email will include what the error was.

3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

Contact the Records and Registration Office with questions or if you got an email about an error that you do not understand.
D. Wait List FAQs

1. How do I register onto the wait list of my 1st choice class so that it drops my 2nd choice class if I get in?

   A: Use the Swap feature in the enrollment area of your WINGS Student Center. See above directions on how to do that.

2. I'm on the wait list but I didn't use the swap feature to get on and I got an error message saying I can't be registered. What do I do?

   A: Take a look at what error you are getting. If the error is about a time conflict or that the course will put you over your maximum credit load, you have to drop a class in order for the wait list to work. If you want to set up the wait list with a swap at this point, you will need to drop off the wait list and then re-register using the swap. This will put you at the end of the wait list.

3. Am I guaranteed a seat in a class if I get on the wait list?

   A: No, getting on a wait list is not a guarantee you will be enrolled in the class. Another student must drop out of the class before you can get in, and there is no guarantee that will happen. However, being on the wait list give you a chance to get in. If you are #1 on the list and a seat opens up, the auto-enroll function will try to put you in. However, you must also meet the prerequisites, and the course must be able to fit into your schedule.

   You will be notified if you are enrolled in the class. You are not notified if you do not get in. Please keep an eye on your email and your schedule in WINGS if you are on the wait list for a class.

4. How many wait lists can I be on?

   A: The maximum number of credits a student can be wait listed for is 12 total. The limit is the same for both undergraduate and graduates.

5. I am on the wait list but got an email saying there was an error enrolling me into the course. What does that mean?

   A: You are allowed to get on a wait list even if you have a time conflict or are in another section of the class. Therefore, the top three causes of being passed over even if you are #1 on the wait list:

   a. Time conflict with another class
   b. Adding the class would put you over 18 credits
   c. You are already enrolled in another section of the class
Another example is if you dropped or failed a prerequisite while you were on the wait list. You cannot be registered into the class if you don’t meet the prerequisites.

The system doesn’t know you plan on dropping another course unless you use the SWAP feature when registering. If you need to use the swap feature but are already on the wait list, you will need to drop off the wait list first in order to correct the set up. This means you will go to the end of the wait list when you re-register.

6. **How do I register if I am on a wait list but also have an override from the instructor?**

A: Register for the class like normal. You will still see the yellow triangle, and you do not need to drop off the wait list first.

**DO NOT CHECK** the Wait list if class is full box if there is one. It could cause an error in the process.

If you’ve tried to register and got an error, please ask your instructor to verify that the permission was placed correctly (i.e. on the right tab, on the right section, checking the right override permission). If you or the instructor need assistance, please contact the Records and Registration office.

7. **When does the wait list process enroll students from the wait list into the course?**

A: The automated wait list process runs once a day between 4:00 and 5:00pm, up through the day before classes start. If a seat in the course opens, the wait list process will automatically register students from the wait list based on their wait list position and whether the class still fits in their schedule. An email will be sent to your UWL email if you were registered or if the system tried to register you but failed.

If there are no eligible students on the wait list, the class will open and students not on the wait list will be able to enroll.

8. **How do I drop myself from the wait list?**

A: You can drop yourself the same way you would drop a regular class, in either WINGS or Schedule Planner. It is helpful to other student if you do drop yourself off the wait list if you no longer want or need that class.

9. **How to I swap CHM 103 or 104 or swap wait lists for CHM 103 or 104?**

A: CHM 103 and CHM 104 are classes that have linked lecture/labs/discussion. The linking means you can only register into the sections of lecture/labs/discussion that are grouped together by section number. So for labs in the 10s, you can only be in
the lecture section 10 and one of the discussions in the 10s. If you see a lab or discussion in the 40s, you can only register into the lecture section #40.

This means swapping sections will only work in very specific situations. Students should take the following into account when making changes to their schedule:

- **If you are not** on the wait list:
  - You can swap a section (lab or discussion) within a specific group, if there is an open seat.
  - You can swap entire linked groups (lecture/lab/discussion) as long as there is an open spot.
  - **Do not** check the "Wait list if class is full" box; otherwise, it will drop you from all of the sections you are already registered in.

- **If you are** on the wait list:
  - You can swap wait lists from one group of lecture/lab/discussion to another **only if** they are two completely different sets of section numbers. **The swap cannot share any section numbers.**
    - So swapping onto a wait list for sections 30/31L/32D when you are already enrolled in sections 10/11L/12D will work,
    - But swapping onto a wait list for sections 10/11L/12D when you are already 10/12L/11D will not work. The system will drop you from what you are already enrolled in and put you only on the wait list for the second group of numbers.
  - While on the wait list, if you want to change section numbers within the same grouping, contact the Records and Registration Office for help swapping. Our office can assist.

10. **What are department-controlled wait lists?**

**A:** Some departments or faculty members may use criteria other than wait list position to determine who should be enrolled in the class. They may issue overrides (class permissions) to students they choose to enroll. In this situation, the wait list only keeps track of your name and does not enroll you. You need to register yourself if the department sends you their approval. The Chemistry and Biology departments are examples of departments that give electronic permissions based on the wait list.

11. **Can I get on a wait list after the term has started?**

**A:** No, the wait lists in WINGS are erased on the first day of the term. However, you can still ask the instructor for an override (electronic permission). You can register into a closed class with instructor consent up through the 10th day of class, for a full semester course.
View Your Position on the Wait List

1. In the **Academics** section of your WINGS Student Center, select **Class Schedule** from the drop-down menu. Click the double arrow button.

2. In the List view, switch the filter options to Show Waitlisted Classes and click Filter.
3. The **Waitlist Position** field shows your current position.

Note: Your wait list position is not listed in Schedule Planner, only in WINGS.
View Class Schedule in Calendar View

IN SCHEDULE PLANNER

1. Click on the **Schedule Planner** link in your WINGS Student Center, and if it doesn't open right away, click on the **Open Schedule Planner** button.

2. Select your term. **Save and Continue.**

3. Go to the **Current Schedule** tab at the top.

4. Your schedule will have the classes in a list at the top, with the modes of instruction listed on the right. Below that will be the full weekly schedule in a calendar view. Classes that are entirely online without a meeting pattern (online asynchronous) will not be in the calendar view, just in the list.

Note: the Drop box in the class list at the top does not work to drop a class. To drop a class, click on the **Edit or Drop Classes** button. Drop dates will apply.
### My Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Component</th>
<th>Day(s) &amp; Location(s)</th>
<th>Actions</th>
<th>Instruction Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>CHM</td>
<td>103</td>
<td>21L</td>
<td>LAB</td>
<td>W 2:15pm - 5:20pm - Prairie Springs 2005 2005</td>
<td>□ Drop</td>
<td>Hybrid: Blend On-campus/Online</td>
</tr>
<tr>
<td>Enrolled</td>
<td>CHM</td>
<td>103</td>
<td>420</td>
<td>LEC</td>
<td>MWF 8:50am - 9:45am - Internet INTERNET</td>
<td>□ Drop</td>
<td>Online Synchronous</td>
</tr>
<tr>
<td>Enrolled</td>
<td>CHM</td>
<td>103</td>
<td>423D</td>
<td>DIS</td>
<td>T 1:10pm - 2:05pm - Internet INTERNET</td>
<td>□ Drop</td>
<td>Online Synchronous</td>
</tr>
<tr>
<td>Enrolled</td>
<td>ENG</td>
<td>204</td>
<td>413</td>
<td>LEC</td>
<td>TTh 11:00am - 12:25pm - Internet INTERNET</td>
<td>□ Drop</td>
<td>Online Synchronous</td>
</tr>
<tr>
<td>Enrolled</td>
<td>STAT</td>
<td>145</td>
<td>11</td>
<td>LEC</td>
<td>MTWTh 9:55am - 10:50am - Centennial 1303 1303</td>
<td>□ Drop</td>
<td>Hybrid: Blend On-campus/Online</td>
</tr>
<tr>
<td>Enrolled</td>
<td>THA</td>
<td>110</td>
<td>63</td>
<td>LEC</td>
<td>TTh 8:50am - 9:45am - Graff Main 247 247</td>
<td>□ Drop</td>
<td>Hybrid: Blend On-campus/Online</td>
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</tbody>
</table>

### Class Schedule

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</table>
IN WINGS STUDENT CENTER

7. In the Academics section of your Student Center, click on the Weekly Schedule link.

8. If asked, choose the correct term.

9. The Weekly Calendar View option will be selected at the top. The List View shows your courses in a list, instead of the calendar view.

10. To make sure you are seeing the correct schedule, check the dates being displayed in the Show Week of line. Use the Previous Week/Next Week fields to adjust to see a specific week (especially for summer courses).

   a. **Important:**
      i. For Fall schedules, the first week starts on a Tuesday, so to see your whole week with Monday included, use the Next Week>> button to move ahead to the first full week.
      ii. Entirely online classes (online asynchronous) will not show up in the weekly schedule.

   b. Click Printer Friendly Page at the bottom to get a printable page. If it doesn’t print correctly, try printing from a different internet browser.
c. **TIP**: If you see orange or a yellow warning icon, that may indicate a time conflict, but it may also indicate the class is using multiple rooms or that two classes are splitting the hour on the grid. Look closely at the times to make sure there is no conflict. If there is no conflict, you don’t need to be concerned. If there is a conflict, contact the Records and Registration office for help.
View Final Exam Schedule

Your Final Exam Schedule can only be viewed in your WINGS Student Center. The schedule becomes available to in WINGS mid-way through the semester. However, you can still figure out your schedule before that by using the University’s Final Exam Schedule chart and finding which exam time matches up with each of your courses. It is located here: [https://www.uwlax.edu/records/faculty-staff-resources/final-exam-schedule/](https://www.uwlax.edu/records/faculty-staff-resources/final-exam-schedule/)

1. Log into WINGS and open the drop down menu in the Academics section. Select Exam Schedule and click on the arrow button.

Tip: There is also a link to your final exam schedule from your normal Weekly Schedule page. Your normal class schedule and final exam schedule have to be viewed in separate calendars.
2. If the schedule has not been entered yet, the message will say this:

An exam schedule is not available for this term.

3. If the schedule has been entered, you will see the below.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Exam Type</th>
<th>Exam Date</th>
<th>Schedule</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 145-11 (3256)</td>
<td>Elem Statistics (Lecture)</td>
<td>Final</td>
<td>12/18/2020</td>
<td>7:45AM - 9:45AM</td>
<td>Centennial 1303</td>
</tr>
<tr>
<td>THA 110-03 (2045)</td>
<td>Theatre Apprec (Lecture)</td>
<td>Final</td>
<td>12/21/2020</td>
<td>2:30PM - 4:30PM</td>
<td>Graff Main 247</td>
</tr>
<tr>
<td>ENG 204-413 (4877)</td>
<td>British Literature after 1800 (Lecture)</td>
<td>Final</td>
<td>12/22/2020</td>
<td>7:45AM - 9:45AM</td>
<td>Internet</td>
</tr>
<tr>
<td>CHM 103-420 (1208)</td>
<td>General Chemistry I (Lecture)</td>
<td>Final</td>
<td>12/22/2020</td>
<td>10:00AM - 12:00PM</td>
<td>Cowley 156</td>
</tr>
</tbody>
</table>

**Important:** Just because a class is not listed with an exam time, does not mean there isn’t a final exam. Your instructor may be holding the exam online. Check your syllabus or with your instructor to be sure.

4. Click on the **Weekly Calendar** view option at the top to see the times in a calendar grid. Remember, the calendar grid goes by weeks. In the Fall, finals week may start in one week and end in the other. Use the Next Week/Previous Week buttons to change weeks.
## My Exam Schedule

### Week of 12/14/2020 - 12/20/2020

**Show Week of** 12/15/2020

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday Dec 14</th>
<th>Tuesday Dec 15</th>
<th>Wednesday Dec 16</th>
<th>Thursday Dec 17</th>
<th>Friday Dec 18</th>
<th>Saturday Dec 19</th>
<th>Sunday Dec 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45AM</td>
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<td>STAT 145 - 11</td>
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### Week of 12/21/2020 - 12/27/2020

**Show Week of** 12/25/2020

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday Dec 21</th>
<th>Tuesday Dec 22</th>
<th>Wednesday Dec 23</th>
<th>Thursday Dec 24</th>
<th>Friday Dec 25</th>
<th>Saturday Dec 26</th>
<th>Sunday Dec 27</th>
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<tbody>
<tr>
<td>7:45AM</td>
<td>ENG 204 - 413</td>
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View the Academic Deadlines for your Courses

Semester deadlines are listed on the Records & Registration page at https://www.uwlax.edu/records/dates-and-deadlines/. You can also find them in your class schedule in the WINGS Student Center.

Remember, drop dates are different for courses that do not follow the traditional semester structure (i.e. are longer or shorter than 15 weeks). Therefore, if you know your class is not the normal semester length, you should use this below method for finding the exact drop dates.

1. Log in to your WINGS. Your current class schedule should be displayed.

2. Click the calendar icon next to the class you would like to view drop/add dates for. If you are registered into two terms and want to look at the dates for a future term, click on the other academic drop down and select Class Schedule. On the next page, select the correct term. There will be a calendar icon for each class section in your schedule.
3. The explanation for each date can be found in the screenshot.

### Academic Calendar Deadlines

<table>
<thead>
<tr>
<th>Stryker Eagle</th>
<th>Fall 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Regular Academic Session</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHM 103</th>
<th>Section 21L</th>
<th>General Chemistry I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class Start Date 09/08/2020</td>
<td>End Date 12/16/2020</td>
</tr>
</tbody>
</table>

#### Drop Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop - Retain Record</td>
<td>09/21/2020</td>
<td>A class dropped on or before this date will not appear on your transcript.</td>
</tr>
<tr>
<td>Last day to Drop with a W</td>
<td>11/02/2020</td>
<td>A class dropped on or before this date will appear on your transcript with a grade of &quot;W.&quot;</td>
</tr>
</tbody>
</table>

#### Cancel & Withdrawal Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
<td>09/07/2020</td>
<td>Course enrollment cancelled on or before this date will not appear on your transcript.</td>
</tr>
<tr>
<td>Withdraw without Penalty</td>
<td>09/21/2020</td>
<td>The official date of withdrawal from all classes will be recorded on the transcript if the student withdraws from the University on or before this date. No full term classes will appear. Contact the Office of Student Life to withdraw from the University. (149 Graff Main Hall, 608.785.8062) If you are dropping your last summer or winter session class, yet don't intend to withdraw from the University, contact the Office of Records and Registration, 117 Graff Main Hall.</td>
</tr>
<tr>
<td>Last day to Drop without a W (same date as Drop-Retain Record)</td>
<td>11/02/2020</td>
<td>The official date of withdrawal from all classes will be recorded on the transcript if the student withdraws from the University on or before this date. All full term classes will be recorded with grades of &quot;W.&quot; Contact the Office of Student Life to withdraw from the University. (149 Graff Main Hall, 608.785.8062) If you are dropping your last summer or winter session class, yet don't intend to withdraw from the University, contact the Office of Records and Registration, 117 Graff Main Hall. Your instructor or advisor signature is required after the Change of Schedule period.</td>
</tr>
<tr>
<td>Withdraw with Penalty</td>
<td>11/02/2020</td>
<td>The official date of withdrawal from all classes will be recorded on the transcript if the student withdraws from the University on or before this date. All full term classes will be recorded with grades of &quot;W.&quot; Contact the Office of Student Life to withdraw from the University. (149 Graff Main Hall, 608.785.8062) If you are dropping your last summer or winter session class, yet don't intend to withdraw from the University, contact the Office of Records and Registration, 117 Graff Main Hall. Your instructor or advisor signature is required after the Change of Schedule period.</td>
</tr>
<tr>
<td>Last day to Drop with a W (same date as Drop with Penalty)</td>
<td>11/02/2020</td>
<td>The official date of withdrawal from all classes will be recorded on the transcript if the student withdraws from the University on or before this date. All full term classes will be recorded with grades of &quot;W.&quot; Contact the Office of Student Life to withdraw from the University. (149 Graff Main Hall, 608.785.8062) If you are dropping your last summer or winter session class, yet don't intend to withdraw from the University, contact the Office of Records and Registration, 117 Graff Main Hall. Your instructor or advisor signature is required after the Change of Schedule period.</td>
</tr>
<tr>
<td>Withdraw with Greater Penalty</td>
<td>11/29/2020</td>
<td>Last day to withdraw from UWL without a medical reason. The full withdrawal policy can be found in withdrawal section of the catalog.</td>
</tr>
</tbody>
</table>

(Note: Academic Calendar dates are subject to change)
1. In the Academics section of your Student Center, select the **My Academics** link.

2. The **My Academics** tab will be selected. Next to Academic Requirements, click **View my advisement report**.
3. Advisement Reports (AR) are only available for undergraduate, degree-seeking students. The AR will default to closing the sections that are satisfied and keeping open the requirements that are not satisfied. To see all the section titles together, click **Collapse All**. Clicking **Expand All** will open all sections.

**My Academic Requirements**

UW-La Crosse | Undergraduate

This report last generated on 08/21/2020 3:59PM

- **Collapse All**
- **Expand All**
- **View Report as PDF**

**COURSE ENROLLMENTS/ACADEMIC STANDING**

- **ADVISEMENT REPORT (AR) GENERAL INFORMATION - OPEN FOR IMPORTANT AR INFORMATION**
- **UNIVERSITY REQUIREMENTS FOR GRADUATION**
- **GENERAL EDUCATION REQUIREMENTS**
- **SCIENCE AND HEALTH B.S. CORE REQUIREMENTS**
- **COURSES NOT ALLOCATED (UGRD)**
- **BIOLOGY B.S. - MAJOR INCLUDES GENERAL EDUCATION WRITING EMPHASIS**
- **BUSINESS ADMINISTRATION MINOR**

4. Note the icon legend underneath the Collapse All/Expand All. **Taken** mean the class has been completed. **In Progress** means there is no final grade yet. **Planned** means the class was entered into the My Planner option in WINGS and you plan to take it.

5. Note the different sections that need to be satisfied in order to complete your degree
   a. UWL's University Requirements
   b. General Education Requirements
   c. Your college's requirements
   d. Your major
   e. Your second major/minor (there will be an additional section for each one of these)
6. If a section is marked **Satisfied**, it starts off closed until you open it by clicking the arrow. Sections marked **Not Satisfied** have to be completed before you can graduate. The courses you can take to satisfy the requirement will be listed, along with the number of courses and/or credits that are required.

### GE07: HUMANISTIC STUDIES: THE SEARCH FOR VALUES AND MEANING

**Satisfied:** HUMANISTIC STUDIES: THE SEARCH FOR VALUES AND MEANING - 3 Units Required (RQ-20039)

- Literature
- Additional Humanistic Studies Electives

### GE08: ARTS: THE AESTHETIC EXPERIENCE

**Not Satisfied:** ARTS: THE AESTHETIC EXPERIENCE - 2 Courses Required in 2 different departments (RQ-20042)

- Courses: 2 required, 1 taken, 1 needed

**Art Courses**

**Not Satisfied:** Art Courses (LN-010)

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 102</td>
<td>Art Appreciation</td>
<td>2.00</td>
<td>Fall, Winter, Spring, Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 160</td>
<td>Gen Art Foundations</td>
<td>3.00</td>
<td>Fall, Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 172</td>
<td>Photography Survey</td>
<td>3.00</td>
<td>Fall, Spring</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. To find the GPA in your major, open the section for your major's requirements and find the subsection labeled your major's GPA. If it is Satisfied, click on the arrow to open.

<table>
<thead>
<tr>
<th>BIOLOGY MAJOR GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Satisfied:</strong></td>
</tr>
</tbody>
</table>

- **Biology Resident Major GPA - 2.0 Minimum Required**
  
<table>
<thead>
<tr>
<th><strong>Satisfied:</strong></th>
<th>Biology Resident Major GPA - 2.0 Minimum Required (includes all courses applicable to the major) (LN-010)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- GPA: 2.000 required, 3.000 actual</td>
<td></td>
</tr>
</tbody>
</table>

8. If you find errors with the report, contact your college dean's office.

View Course History

1. In the **Academics** section of your Student Center, select **Course History** from the drop-down menu. Click the double arrow button ➔.

2. Or click on the **Plan** link and select the **Course History** tab.
3. You can sort the list by course, description, grade, status, term, or units (credits).

Tip: Grades with T in them are transfer grades. TIP means a transfer course in progress, and we do not have your final grades on file.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term</th>
<th>Grade</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105</td>
<td>General Biology</td>
<td>Fall 2019</td>
<td>B</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>CHM 103</td>
<td>General Chemistry I</td>
<td>Fall 2020</td>
<td>6.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CST 110</td>
<td>Communicating Effectively</td>
<td>Fall 2019</td>
<td>AB</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>ENG 110</td>
<td>College Writing</td>
<td>Spring 2020</td>
<td>A</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>ENG 204</td>
<td>British Literature after 1800</td>
<td>Fall 2020</td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>HIS 110</td>
<td>World History (Migration)</td>
<td>Spring 2020</td>
<td>AB</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>HP 106</td>
<td>Intro to Health Careers</td>
<td>Spring 2020</td>
<td>A</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>HPR 105</td>
<td>Hlthy Actv Lfshy</td>
<td>Fall 2019</td>
<td>AB</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>MTH 051</td>
<td>Topic Intmd Algbra</td>
<td>Fall 2019</td>
<td>A</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>MTH 150</td>
<td>College Algebra</td>
<td>Spring 2020</td>
<td>A</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>MUS 106</td>
<td>Music Appreciation</td>
<td>Spring 2020</td>
<td>A</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>PSY 100</td>
<td>General Psychology</td>
<td>Fall 2019</td>
<td>BC</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>STAT 145</td>
<td>Elem Statistics</td>
<td>Fall 2020</td>
<td></td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>THA 110</td>
<td>Theatre Apprec</td>
<td>Fall 2020</td>
<td></td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>
View Career, College (Program), & Major/Minor

1. In the **Academics** section, select the **My Academics** link.

2. Your career/program/plan information will appear in the box on the right-hand side. To request a change, go to [https://www.uwlax.edu/records/forms/#tm-change-of-major-minor](https://www.uwlax.edu/records/forms/#tm-change-of-major-minor) and click on the link for the college in which you have your first major. If you are changing your first major, use the college which houses the major you are switching into.
Viewing Your Term Grades & GPA

1. In the Academics section of your Student Center, select Grades from the drop-down menu. Click the double arrow button.

2. The next screen should show the Enroll and Term Information tabs selected. The system may default to the most current term. Click on Change Term to select another term.
3. Grades and GPA for that term will appear in two sections.

4. The Term Statistics section shows several different GPAs. UWL uses only the UWL Cumulative GPA for determining academic standing, honors, athletic eligibility, and other verifications.
   a. From Enrollment: the GPA for that specific term
   b. UWL Cumulative: your GPA using only UWL GPA credits
   c. Transfer Cumulative: your GPA using only your transfer credits
   d. Combined Cumulative: your GPA using both UWL and transfer credit together.

5. Be sure to be on the most recently graded term to see your current cumulative GPAs. Term Statistics show your GPA up through that specific term.
6. To find the GPA in your major, check your Advisement Report (AR). Your major GPA will be in section that lists your major's requirements.

7. To print the grades for your records, click **Printer Friendly Page** at the bottom of the screen and print from your browser. Try using a different browser if it doesn't print correctly the first time.

8. To look at a different term, click the change term button at the top.

9. **To view all terms** on one page, go back to your main page and select **Transcript: View Unofficial**. More detailed directions are in the next section.
View Unofficial Transcripts

1. In the **Academics** section of your Student Center, select **Transcript: View Unofficial** from the drop-down mention. Click the double arrow button.

2. On the next screen, leave **Academic Institution** as **UW-La Crosse**. Click **Unofficial Enrollment (Both)** for **Report Type**. Do not leave this blank or the transcript will not come up.
3. Click **View Report**.
4. A new window or tab should pop up displaying the transcript.

**Tip:** If a new window or tab does not come up, you might have a popup blocker on in your browser. Go to your browser options and turn off the blocker or add wings.uwlax.edu to the list of acceptable sites. For directions on how to do that for your browser, you should be able to google "turn off pop up blocker" for your browser (i.e. Chrome, Firefox, Internet Explorer, Edge). When you have it turned off, try these steps again.

5. You may save the transcript as a PDF file to your computer or print it. On your WINGS window, you will see the history of the times when you have requested to view this report.
6. To order an **official** transcript, there are two places in your WINGS you can click on.
   a. Click on the Official Transcript link in the left hand menu, then click on Official Transcript again. A new window or tab will pop up with the start of the official transcript form. Select either electronic (PDF) delivery through secure email or paper (hard copy) delivery through US Postal Service.

   ![Menu]

   or

   b. Go to the Enrollment Resources section in the bottom right of your Student Center homepage and click on Official Transcript. A new window or tab will pop up with the start of the official transcript form.

7. **There is a fee for each official copy sent. You can pay with a credit or debit card.**
View Transfer Credit Report

1. In the **Academics** section of your Student Center, select **View Transfer Credit: Report** from the drop-down menu. Click the double arrow button ➤.

2. View your report.

   a. The below example shows credits transferred in from Western Technical College under the **Course Credits** section.

      i. The grades start with T because they are transfer grades.

      ii. **Incoming Course** is the course name/number from your prior school.

      iii. The **Equivalent Course** is the name of which UWL course will be awarded. If the course is labeled GEL, that is a general, non-departmental elective. If the course has a subject code followed by 0's (e.g. ECO 000C), the course is an elective in that particular subject/department.
b. The below example shows no test credits, such as departmental exam credit, AP, IB, or CLEP. If you had any of these credits it would be in the Test Credits section.

c. The below example shows no other kinds of transfer credits, such as retroactive credit. If you had any of these credits, they would be in the Other Credits section.
Apply for Graduation

4. In the **Academics** section of your Student Center, select **Apply for Graduation** from the drop-down menu. Click the double arrow button.

5. Click on the **Apply for Graduation** link next to the program from which you are graduating.

---

**Apply for Graduation**

**Submit an Application for Graduation**

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.
6. From the drop-down menu, select your expected graduation term and click Continue.

**Select Graduation Term**

The academic program listed here was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

**Program: College of Arts, Soc Sci & Hum**

<table>
<thead>
<tr>
<th>Degree: Bachelor of Arts</th>
<th>Fall 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major: Psychology BA</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>Course of Study: CASSH BA Degree</td>
<td>Summer 2020</td>
</tr>
<tr>
<td>Minor: Criminal Justice Minor</td>
<td>Winter 2021</td>
</tr>
<tr>
<td>Minor: Sociology Minor</td>
<td></td>
</tr>
</tbody>
</table>

**Expected Graduation Term**

[select term...]

7. Another section will appear with information about what happens next.

**Graduation Instructions**

After submitting your application, a message will be displayed indicating you have successfully applied for graduation. If you need to change your graduation term to a different term, you must contact your dean's office.

More information regarding the May 16, 2021 commencement ceremony will be available at https://www.uwlax.edu/commencement/ after the beginning of the spring term. The ceremony will be held at the La Crosse Center.

Your diploma will be mailed to your HOME address. Please verify/update that information as needed.

Please verify/update your personal email address in WINGS.

**Please be aware your UW-La Crosse Net ID will be deleted after mid-term of the semester following your graduation. This will remove your access to WINGS, email account, personal files (U:\ drive), D2L access, and other resources accessed with your Net ID account. You will receive notice of the pending deletion two to four weeks prior to the process. You must transition to a personal email address for job and graduate school applications. Please download a copy of your unofficial transcript for your personal use after your degree has been posted. Also make note of your major GPA (from your Advise ment Report) as this may be requested when applying for graduate school.**

Your legal name will be printed on your diploma and in the Commencement program. If you wish it to appear differently, please go to the Personal Information area of the Student Center and click on the Names link. Click the "Add a New Name" button. Choose the name type of Degree Name. Enter the name as you wish it to appear on your diploma. Click Save. Please submit this change at least a month before Commencement if you want that name reflected in the Commencement program. International students and any other students intending to work or study in another country must use their legal name (as it appears on the transcript/VISA) to avoid complications with proof of degree.
8. Read the information and then click Continue. On the next screen, click Submit Application.

9. The following message should appear, and you are done.

   **Submit Confirmation**

   ✔ You have successfully applied for graduation.

10. If you aren't sure if you applied already, from your Student Center, click the My Academics link in the Academics section. Then click the View my graduation status link. The term and program you applied to graduate in will appear.

   **Tip:** Student should have earned 90 credits before they apply. You can apply up to one year before your expected graduation term. The latest you should apply is mid-term of the semester in which you intend to graduate. If you wait until after that to apply, your name may not be included in the Commencement program.
View Your Holds and To Do List

HOLDS

The Holds section displays restrictions that have been put on your record. These restrictions sometimes block university services (such as registration and official transcripts) until the hold is resolved. If you have a hold, a details link will appear.

1. On your WINGS Student Center Homepage, the Holds and the To Do List sections are listed in the right-hand column.

2. Click on details find out more about the hold. Restrictions can be for a variety of reasons. The most common ones are advising holds and financial obligations. These restrictions may prevent you from registering or from obtaining an official transcript until you have cleared them up.
The details page displays basic information about the hold, including the day it was put on and the department or office that put on the hold.

3. Click on the name of the hold for instructions on how to get it removed.

4. Return to your homepage by clicking the "Home" button at the top right of the screen.
TO DO LIST (also called CHECKLIST)

Your To Do List tracks actions you need to take to complete as part of your admission to UWL, financial obligations, and actions needed to qualify for financial aid. Failure to complete certain tasks can result in a hold being placed on your account until that task is completed.

5. Click on "more" to see more details.

6. Note the due date for when the task must be completed.

7. Click on the name of the To Do Item to find out what you have to do to complete the task. There will be a contact person to whom you should submit your paperwork or proof that you have completed the task.
To Do List

To Do Item Detail

Stryker Eagle

Selected for Verification 2021

Aid Year 2021

Contact

UW-La Crosse

Administrative Function Financial Aid

Due Date 01/18/2020

Financial Aid Office

ESTEST@uwlax.edu

Description

You've been selected for verification. Please go out to VerifymyFAFSA and create an account to see the tasks that you still need to complete. Once these tasks are completed (be sure you're clicking SUBMIT & FINISH), the Financial Aid staff will review the documents. You'll receive an email to your campus email when your award has been posted to WINGS.

8. If you have already completed the task, contact that person or office and let them know it is completed.
Obtain an Enrollment Verification

1. Go to the Enrollment Resources section of your Student Center. You can find this section on the right-hand side, toward the bottom.

2. Click on Enrollment Verification.

3. On the next screen, under Obtain an enrollment certificate, select either current enrollment, all enrollment, or advanced enrollment.
   a. Current enrollment will print your enrollment status for the current term only. This can only be obtained after the term has started.
   b. All enrollment will print the status of all your terms of enrollment since you first started at UW. If all enrollment is requested before the first day of class, it will not include that term.
   c. Advanced registration is verification of your full time/part time status in a future semester before the start of that semester. If the term has already started, select one of the other two options. Advanced registration can only be obtained in the two weeks prior to the start of the semester.

Tip: If you need a good student discount certificate, you may click on Obtain a Good Student Discount Certificate under the next bullet point instead.
4. Click on the **Obtain an enrollment certificate** link.

5. A new window or tab should pop up with a certificate you can print. The certificate will contain the school seal. It will list whether you were full-time or part-time for the term.

   **Tip:** If you don’t see the certificate, you may have a pop-up blocker on your internet browser. Go to settings and turn it off and then try again.

6. If you receive the following message and you need an enrollment or registration certificate, please contact the Records and Registration office.
View Textbooks for Classes

Undergraduate students can start checking out their textbooks two weeks before the first day of class for Fall/Spring semester or the first day of final exams for the semester before the Winter/Summer term.

- You do not need to bring the textbook list with you to Textbook Rental. They will provide the list to you. You will need to bring your Student ID card.
- Additional materials may be required to be purchased for the class. These materials can be purchased through the University Bookstore.

Graduate students must purchase their books and can do so through the University Bookstore.

A. **Looking up textbooks on each class individually.** The full textbook list is not available in WINGS until the first day of class. Before then, you must follow these steps to see the assigned textbooks.

1. **If the class is in your schedule**, pull up your class schedule in list format for the correct term.
   
i. Click on the blue link for the class section. For classes with lectures & labs, the textbook is normally on the lecture section.
ii. Click on the **View Books to Buy** link in the **Class Details** section, under Class Components. If there is no **View Books to Buy** link, the class does not have books assigned yet. **Tip:** Required books are sometimes added after registration has already start. Be sure to check your class for a book list two weeks before the next term starts.

### Class Detail

![Class Detail Image]

- **CHM 103 - 420  General Chemistry I**
- **UW-La Crosse | 2020 Fall | Lecture**

**Meeting Information**

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoWeF 8:50AM - 9:45AM</td>
<td>Internet</td>
<td>Curtis Czerwinski</td>
<td>09/08/2020 – 12/16/2020</td>
</tr>
</tbody>
</table>

---

iii. A new window will pop up with the list of books for that course or a message about what material is needed.

2. **If you haven't registered for the class yet**, go to the **Search for Classes** button on your WINGS Student Center and search for the class

![Search for Classes Image]

i. Find the correct section. Not all sections of the same class will always have the same books.

ii. Click on **View Books to Buy** under your section in the results. If there is no **View Books to Buy** link, there are no books for that class yet. **Tip:** Required books are sometimes added after registration has already start. Be sure to check your class for a book list two weeks before the next term starts.
### B. View complete Textbook List in WINGS after the term has started

1. In the *Academics* section of your Student Center, select **Textbook List** from the drop-down menu. Click the arrow button.
2. The textbook list for the **current** term will appear.

![Student Textbooks](image)

3. The list can be downloaded by clicking the **Print this Page** button to print. If you don't have a printer, you may also get the book list from Textbook Rental Services.

**Return policy:** If a class is dropped within the first week of class, students must return the textbooks for that class within 24 hours. Textbooks not returned by the close of business the following business day will be fined a processing fee. If a class is dropped after the first 5 class days, students must return the books to Textbook Rental by the last day of finals, or they will incur a processing fee.
WI Voter ID Verification

1. As a UWL student who would like to participate in elections in WI, you will need to provide **proof of residency**. One document that meets residency requirements for voter registration is the student **Voter ID Enrollment Verification**.

2. First, go to the **Personal Information** section of your Student Center and review your addresses. You must have a Local or Campus address in La Crosse to vote.
   a. If you see an address marked **Campus** address, that address will print on the ID automatically. You don’t need to update anything
   b. If you don’t have a campus address, update your **Local** address to reflect where you live in La Crosse. Your Local address can be the address of your residence hall if it is not already listed as your **Campus** address.
   c. You do not need to update your Home address.

3. After making sure your Local address is your college address, go to the **Other Resources** section on the right hand side of your Student Center.

4. Click on **WI Voter Verification**.
5. A new window or tab should pop up with the document, which will look like the below sample. If no form appears, you may have a popup blocker on your internet browser. Go to the settings in your browser and take off the pop-up blocker. Then try again.

6. Print the form out and take it with you to vote.

More details about how UWL students can vote in Wisconsin can be found in the Library’s Voting Resources: [https://libguides.uwlax.edu/voting/how-to](https://libguides.uwlax.edu/voting/how-to)