UWL
UNIVERSITY OF WISCONSIN
LA CROSSE

Guide to Your
WINGS Student Center
&
Registration

Updated Fall 2024

Table of Contents

Personal Information/Privacy

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 Profile Information** 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 <u>Home</u> 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 <u>Local</u> address is your address when at school, whether a residence hall or a nearby apartment. The Local addressed is used when verifying voter ID.

      i. Select **Addresses** from the Other Profile Information drop down menu in the Personal Information section. Click the double arrow/go button. ⊘

      ii. 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

Personal Information | Security

Addresses | Names | Phone Numbers | Email Addresses | Emergency Contacts | Gender Identity | Demographic Information

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	9400 High Nest Dr Forest, WI 53188 Waukesha	✏️
Local	1725 State St La Crosse, WI 54601-3742	✏️

iii.   Enter the appropriate, updated address and click OK.

Edit Address

Country United States   Change Country

*Address 1 909 La Crosse St

Address 2

Address 3

City La Crosse

State WI 🔍 Wisconsin

Postal 54601-3458

County La Crosse

[OK]   [Cancel]

Clear

iv.   <u>If you are updating only one address</u>, 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.

Addresses

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address		Address Types
909 La Crosse St La Crosse, WI 54601-3458 La Crosse	Edit Address	☐ Home * ☑ Local

Date changes will take effect   `07/10/2024` 📅 (example: 12/31/2000)

Save

v.   Click **Save** and wait for system to update.

b. **Name:** Students must provide documentation of a legal name change (or possibly to fix a typo) to the Records and Registration office (117 Graff Main Hall) to update their legal name. However, you may add two alternative names without documentation:

i.   A **Name in Use**, sometimes also called a preferred name, is the name you would liked to be identified by on campus other than your legal name. You can only request a name in use for a first name.

1. New applicants to UWL will automatically receive a Name in Use if they entered a name different from their legal name in the Preferred Name/Name in Use Field on the application.

2. For directions on submitting a Name in Use, see the directions in the "Requesting a Name in Use" section, or navigate to UWL's Name in Use website.

ii.   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. To add a Degree name:

1. Select **Names** from the link in the Personal Information section.

2. Click on the **Add a New Name** button.

Personal Information | Security

Addresses | **Names** | Phone Numbers | Email Addresses | Emergency Contacts | Gender Identity | Demographic Information

Names

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	Edward Eagle
Preferred	Stryker Eagle

[Add a new name] ⬅

3. Select **Degree** for **Name Type**. Enter the desired name in the **First Name**, **Middle Name**, and **Last Name** fields.

Names
Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type [Degree ▾] ⬅

Format Using English   Change Format

Prefix [▾]

*First Name [   ]

Middle Name [   ]

*Last Name [   ]

Suffix [▾]

Date new name will take effect   [07/10/2024] 📅 (example: 12/31/2000)

[Save]

4. Click **Save**.

c. Other personal information a student may change themselves:

  i. Phone numbers

  ii. Personal email addresses

   1. After starting at UWL, please update your personal email address if it has changed, been deactivated, or you originally used a parental email when applying to UWL.

   2. Your personal email will be used for communication after you have graduated, such as sending you a link to your digital diploma and information from the Alumni & Friends Foundation.

  iii. Emergency contacts

  iv. Gender Identity

  v. Privacy settings (See **Manage Privacy Settings/FERPA Restrictions** section.)

d. Information a student cannot change on their own:
    i.   Legal name
    ii. Legal sex
    iii. Social security number
    iv. UWL campus email address (see Request a Name in Use directions)

Request a Name in Use

The University of Wisconsin-La Crosse recognizes that many students may use names other than their legal names to identify themselves. Any UWL student may choose to identify themselves within the university community with a Name in Use (first and/or middle name) that differs from their legal name. Students must legally change their surnames 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.)

As long as the Name in Use is not for the purpose of misrepresentation, the Name in Use will appear instead of the person's legal name in UWL related systems and documents except where the use of the legal name is required by university business or legal need.

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

The form and additional FAQs can be found here: https://www.uwlax.edu/records/name-in-use/. A snippet from the form is shown below.

supporting legal documentation.

A student's name in use will appear in the online University directory, the learning management system (Canvas), as well as the following pages in WINGS: advisor center, student center, class roster, grade roster, and degree audit. A student's legal name will still remain and appear on all documentation excluding the previously mentioned.

The completed form will be sent to the Office of Records and Registration, 117 Graff Main Hall.

Please note: Name in use changes are made within 5 days of the submittal of this form. However, to avoid issues with names changing on class grade rosters, name in use changes will not be made in the last two weeks of each term.

Please provide the following information. All names should be legal names that match your student record.

Student ID Number	
Campus Email	
Last Name	
First Name	
Middle Name	

Please enter your first and/or middle names in use below.

Preferred First Name	
Preferred Middle Name	

Please note that the "Name in Use" name type is labeled "Preferred" in WINGS.

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.

    a. 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.
    b. 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.
    c. You do not need to put in a County.
    d. 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.

UW-L Student Center

Local Contact Information

Stryker Eagle

UWL requires current students to verify and/or update their Local address once a semester. Enter in your current Local address and phone number below. This is the address where you are physically living while attending classes.

- If you are staying in a residence hall, enter your home address for your local address. Your residence hall information will be entered by the Residence Life Office.
- If you have an apartment in La Crosse, enter that address including apartment unit number. Put the apartment number at the end of your street address.
- If you are enrolled entirely in online courses, enter in the address where you are physically located while enrolled.

After clicking OK, you must also confirm or enter in your emergency contact person.

Please note that 1098 tax forms and diplomas are sent to the Home address on file, not the Local. You may update that address in the Personal Information section of your Student Center.

Local Address

Country   United States
Address 1
Address 2
Address 3
City   State   Postal

Clear

Local Phone

Phone Type [＿＿＿＿＿ ▽] 　　Phone [＿＿＿＿＿＿＿＿＿]

　　　　　　　　　　　　　　　Enter digits only (Example: 6087849999)

Telephone numbers and addresses are not published in the student and staff online directory.

You may further restrict the release of directory information to third party requests, such as phone number and address, in your WINGS Student Center by the following navigation:

Personal Information> Privacy Settings>FERPA Restrictions

Please note: Restricting your name and/or home address will exclude your name from appearing in the hometown newspapers and/or other media listings for both Deans' List and recent graduates.

More information on the Family Educational Rights and Privacy Act (FERPA) can be found here.

[OK]

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.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
☑	Mother Eagle	Other	608393202			🖉	🗑

[Add an Emergency Contact]

[Save]

Privacy Settings/FERPA Restrictions

FERPA stands for Federal Education Rights and Privacy Act, and it governs the privacy of student educational records. The below shows how and which directory information can be restricted by the student in their WINGS Student Center.

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 **Restrict All** at the top. 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, if you block your phone number and email address, you can leave your name unrestricted. Then your name will show but will have no contact info. Your campus & home addresses do not show up in the online directory either way. If you block your name completely, that impacts other publications and verifications for insurance or employment too. Information will not be given without obtaining your written consent, which could cause delays.

    b. For publication into a hometown newspaper (Dean's Lists and graduation announcements), your primary/legal name and home address must be unchecked for the information to be published in your hometown newspaper. This should be done within two weeks after grades are in to be included in local papers. Newspapers cannot be updated after being printed.

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

    d. For the commencement program, keep your primary/legal name unchecked in order for your name to be printed in the commencement program. This has to be done before April 1st for May Commencement, and November 1st for December Commencement to make it in time for printing. Commencement programs cannot be updated after they are printed.

        i. In addition, if you'd prefer your Name in Use to be printed, please add a Degree name.

        ii. For your name to be posted online after graduation, both your primary name and home address must be unchecked.

    e. When nothing is restricted, your email and phone number are published in the online directory and may be released upon request. Your photograph may be used in other publications. The directory does not include physical addresses. Your name will be printed in any Deans List or commencement publications, if applicable.

    f. When name is restricted, any third party who calls, aside from exceptions within the law, will be able to obtain information about the student, not even if the student is currently enrolled.

        i. **Important:** no information will go into publications such as online directories, newspapers, or the commencement program. No information will be sent to potential employes, loan or insurance companies.

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

8. 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 without your official authorization every time, except for specific exceptions within the law.

9. UWL's FERPA policy is online here: http://www.uwlax.edu/Records/FERPA/

Restrict All Fields		Release All Restrictions

Restriction Categories

Extracurricular Activities

Restrict All	Release All

Restrict

☐		

Addresses

Restrict All	Release All

Restrict

☐	Campus	
☐	Home	
☐	Local	
☐	Permanent	

Email Addresses

Restrict All	Release All

Restrict

☐	Campus	
☐	Personal	

Names

Restrict All	Release All

Restrict

☐	Degree	
☐	Former	
☐	Primary	

Phones

Restrict

☐	Campus	
☐	Cell	
☐	Home	
☐	Local	

Restrict All	Release All

Photograph

Restrict

☐	Photograph	

Restrict All	Release All

Academic Information

Restrict

☐	Attendance Dates	
☐	Degree Candidacy	
☐	Degree/Credentl Earned/Dt Awd	
☐	Enrollment Dates	
☐	Enrollment Status	
☐	Honors and Awards	
☐	Official UWL Sports/Activities	
☐	Previous Institutions	
☐	Program(s) of Study	
☐	Student Athlete Phys Factors	

Restrict All	Release All

FERPA Secure PIN for Yourself

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.

Student Personal Identification Number (PIN)

Student Identity Verification

Your student records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). To comply with FERPA, students must verify their identity when contacting UWL offices and discussing personal and confidential information. Students visiting UWL offices may be required to provide a photo ID. Students contacting UWL offices remotely, such as through a phone call, will need to provide their student ID number and a six-digit FERPA SECURE STUDENT PIN number which is available in their WINGS account.

Terms and Conditions of the FERPA SECURE STUDENT PIN:

I understand and agree that by providing my FERPA SECURE STUDENT PIN and student ID number to staff at UWL, I am verifying that I am the student assigned this FERPA SECURE STUDENT PIN and student ID number. Anytime I wish to change my FERPA SECURE STUDENT PIN, I can do so by logging into my WINGS account and manually changing my FERPA SECURE STUDENT PIN.

☑ I Accept These Terms

Name: Eagle,Stryker

Campus ID: 989169962

PIN: [Set PIN]

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.

FERPA Secure PIN for a Third Party

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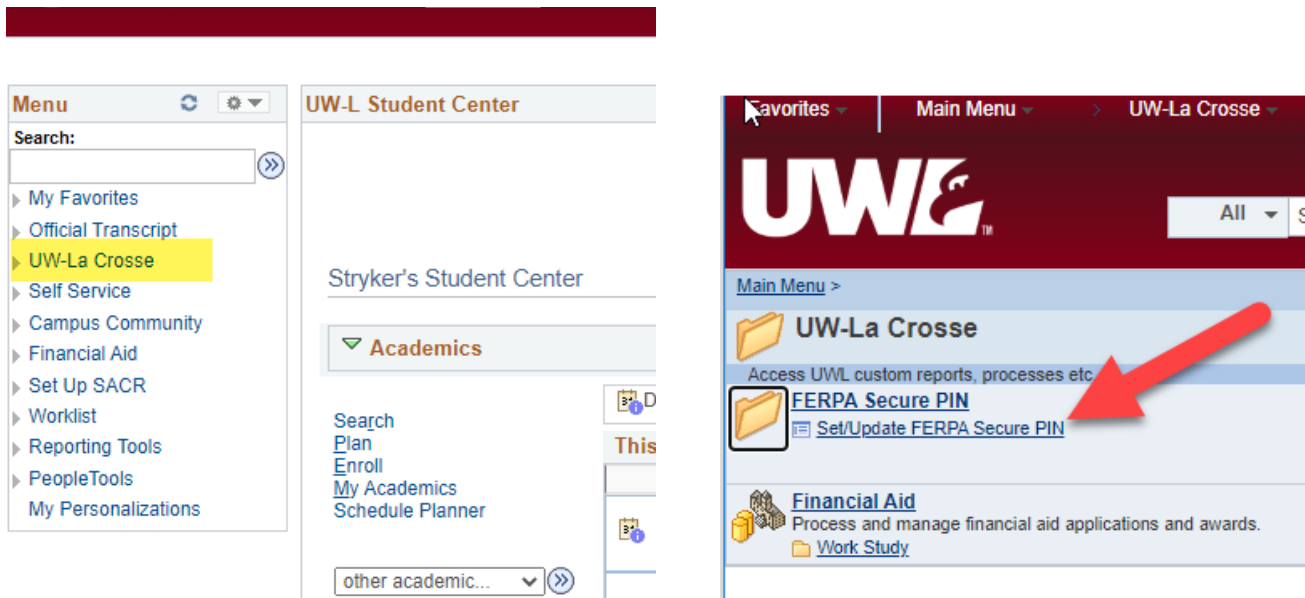
3. Scroll to the section titled **"Guest Personal Identification Number (PIN)."**

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.

Guest Personal Identification Number (PIN)

Granting Guest Access to Student Records

Your student records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). UWL staff cannot release your student records and financial account information to your parent, guardian, sponsor, or third-party designee without your prior formal consent. However, you may set a FERPA SECURE PIN to allow UWL staff to release your personal information to a third-party designee, i.e., anyone who has your name and one of your FERPA SECURE PIN numbers. Please note that campus offices are not required to release your personal information to a person providing your FERPA SECURE PIN, but they may do so. This FERPA SECURE PIN system protects your student records and complies with FERPA.

The FERPA SECURE PIN does not grant access to:

• Course grades

• Current schedule of classes

• The holder to sign documents or forms on behalf of the student

You may remove names from the PIN numbers below to remove access at any time. You may also generate new PINs to remove or change access to your third-party designees at any time while you are a UWL student. Please be careful with whom you share this information as you are choosing to release confidential information about your personal records.

Terms and Conditions of the FERPA SECURE PIN:

I understand and agree that when my FERPA SECURE PIN and name are provided to staff at UWL, it indicates the following:

• That I have granted permission for staff at UWL to share one or more of the following information with the holder of this FERPA SECURE PIN:

  o Information about my tuition, fees and financial aid

  o Information found in my academic record, with the exception of current schedule of classes and all course grades.

• That this action will not permanently remove any FERPA block I may have for other purposes; however, it does indicate my desire for UWL staff to override the FERPA block and communicate with the holder of my FERPA SECURE PIN each time contact is made.

• That anytime I wish to rescind this permission, I can do so by logging into my WINGS account and manually change my FERPA SECURE PIN.

• That after changing my FERPA SECURE PIN, I must provide my new FERPA SECURE PIN to anyone with whom I wish to grant access to the information described above.

☐ I Accept These Terms

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.

To add or modify a third-party designee:

• Enter a third-party designee's first and last name.

• Create a FERPA SECURE PIN for the third-party designee and share it only with that person. To generate a new PIN and erase the old number, click on the Set PIN button.

• Modify a third-party designee's access by marking or unmarking the checkboxes below.

• Assign up to three FERPA SECURE PIN numbers to your third-party designees.

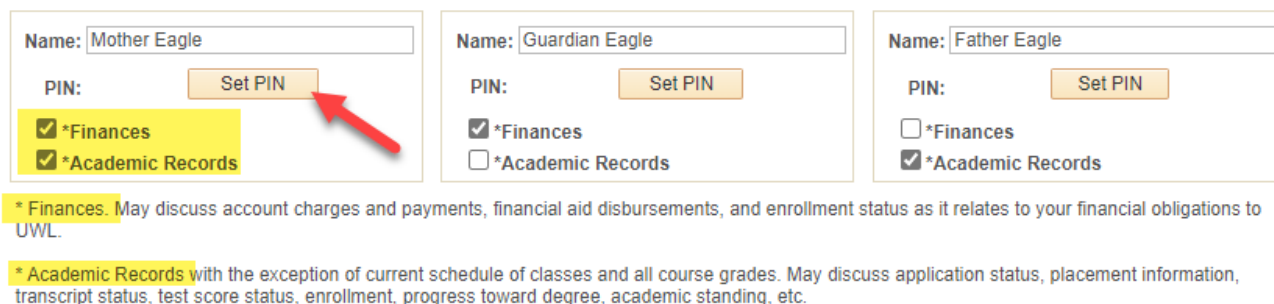• Click the SAVE button to save your entries and/or changes.

Before your student information may be released, your third-party designee will be required to: identify themselves, provide your (student) name, and provide their FERPA SECURE PIN to confirm that they are your authorized designee. Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

Name: [   ]   Name: [   ]   Name: [   ]

PIN: [Set PIN]   PIN: [Set PIN]   PIN: [Set PIN]

☐ *Finances   ☐ *Finances   ☐ *Finances
☐ *Academic Records   ☐ *Academic Records   ☐ *Academic Records

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**.

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.

Billing/Financial Aid

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/. Other payment options: https://www.uwlax.edu/cashiers/tuition-and-billing/payment-options/

Grant Access to View/Pay Bill

Bills can be paid electronically by a parent, guardian, or spouse if they are made an authorized payor in CashNet. Follow the below steps:

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. Click on **My Account** in top left.
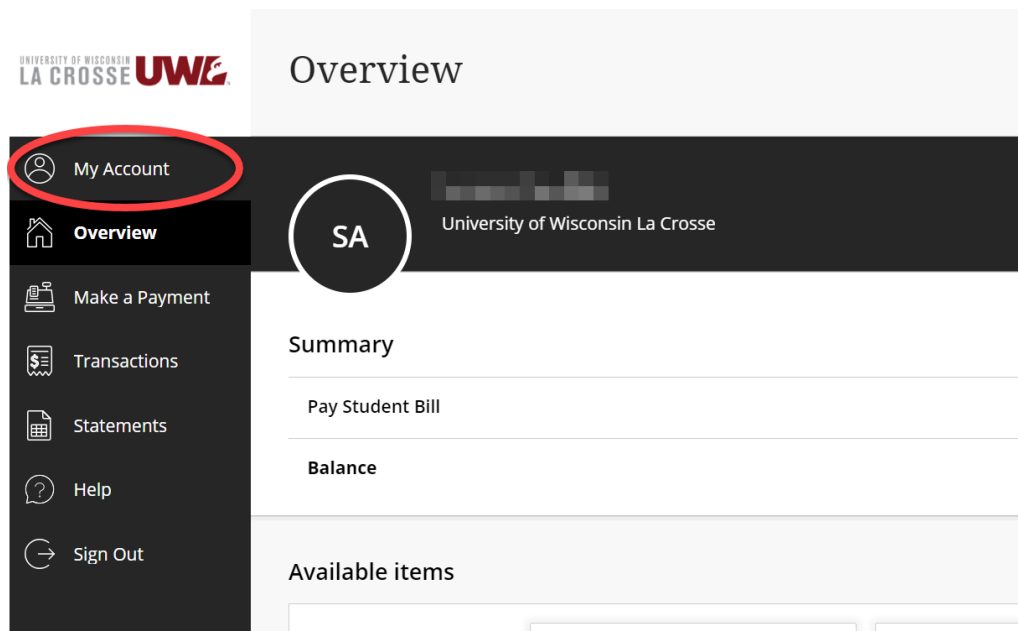
5. On the next screen, scroll to **Payers** section and select **Send a payer invitation**.

Basic information

Name	

Payment methods

⊕ Add payment method

Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

⊕ Send a payer invitation

6. Enter in First Name, Last Name, that person's email address, confirm their email address, and add an optional message to authorized payer. Then select **Send Invitation.**

Payer information

* **First name**

Viv

* **Last name**

Eagle

* **Email address**

viveagle@gmail.com

* **Confirm email address**

viveagle@gmail.com

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.
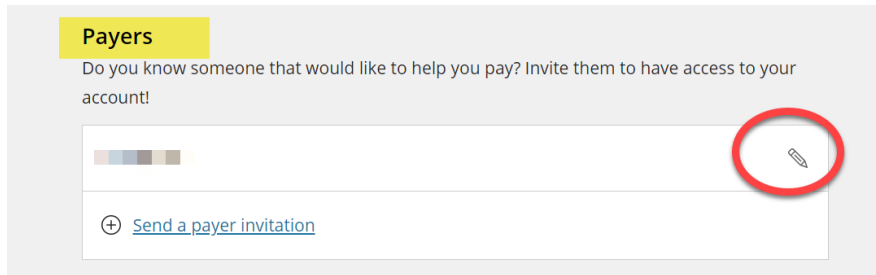
☑ Allow access to statements

Message to payer

Maximum 250 characters

Cancel   Send invitation

7. The Payer will receive an email with their username and their password with a link to log in to the system. 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.

8. If they need their password reset, <u>you the student</u> will need to reset the password by logging back in to Cashnet same as above, clicking **My Account**, then selecting the edit button next to the existing Payer who's password needs to be reset.
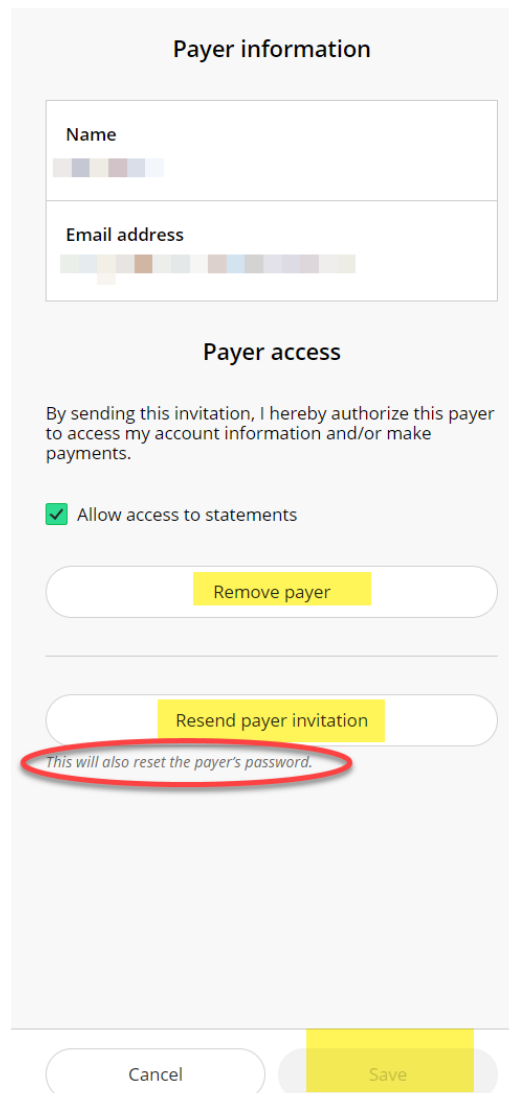
Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

⊕ Send a payer invitation

9. Select **Resend payer invitation**. This also resets the password, and they will receive a new email with password. Click **Save**.

Payer information

Name

Email address

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

☑ Allow access to statements

Remove payer

Resend payer invitation
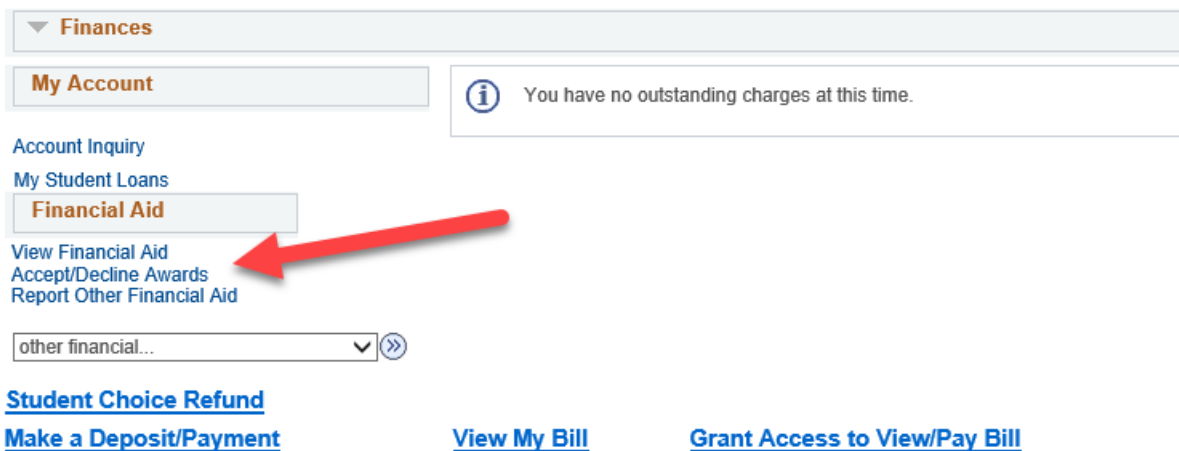
This will also reset the payer's password.

Cancel   Save

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10. On the above screen, select **Remove payer** if you no longer want that person to be able to make payments on your behalf.

11. **Please note:** 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 a guest FERPA PIN for them so they can discuss details with UWL staff. See " Create FERPA Secure PIN for Third Party" directions.

12. More information about billing can be found on the Cashier's website here: https://www.uwlax.edu/cashiers/tuition-and-billing/billing-and-registration/

13. The Cashiers office is located in 121 Graff Main Hall and their email is cashiers@uwlax.edu.

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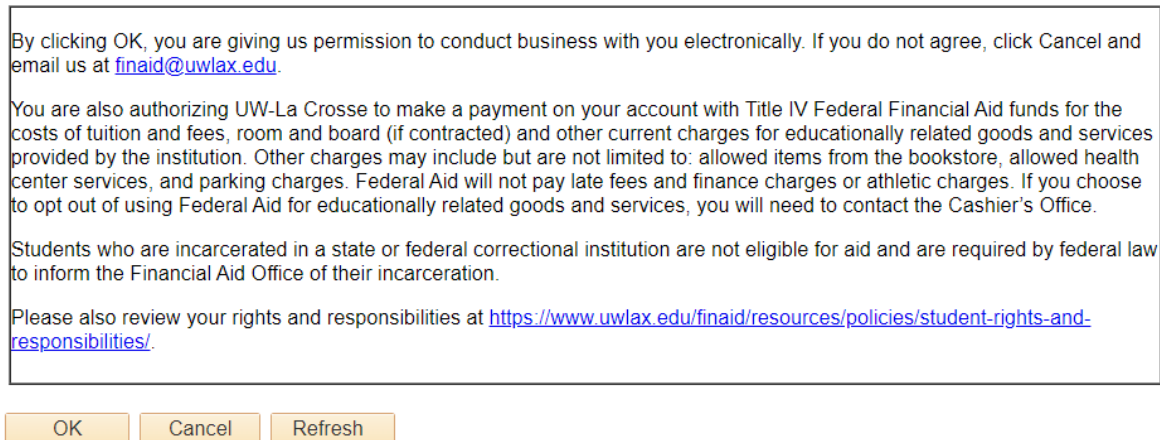
1. Scroll down to the **Finances** section of your Student Center.
2. Click the **Accept/Decline Awards** link in the **Financial Aid** list.

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

4. Next click on the most recent **Aid Year** link.

Select the aid year you wish to view

Aid Year	Institution	Aid Year Description
2024	UW-La Crosse	Financial Aid Year 2023-2024
2023	UW-La Crosse	Financial Aid Year 2022-2023
2022	UW-La Crosse	No financial aid awards available.

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 2023-2024

Your acknowledgement and/or changes were successfully processed. Please review the awards for correctness. Remember to 'Submit' your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

Last Updated 04/30/2024 10:02:12AM   **Status** Successful

Award	Category	Career	Offered	Accepted	Accept	Decline
Your Other Loan Eligibility*	Loan	Undergraduate	1,334.00	0.00	☐	☐
Federal Pell Grant	Grant	Undergraduate	7,395.00	7,395.00	☑	☐
Federal SEOG Grant	Grant	Undergraduate	577.00	577.00	☑	☐
Wisconsin Grant - UW (WHEG)	Grant	Undergraduate	3,150.00	3,150.00	☑	☐
Federal UnSubsidized Loan	Loan	Undergraduate	2,000.00	2,000.00	☑	☐
Federal Subsidized Loan	Loan	Undergraduate	5,500.00	5,500.00	☑	☐
Total			**19,956.00**	**18,622.00**		

Accept All	Decline All	Clear All	Update Totals

Currency used is US Dollar   Submit

Account Inquiry   Previous Transactions

More information on how to apply for financial aid can be found at https://www.uwlax.edu/finaid/info/apply-for-aid/general-eligibility-criteria/.

The Financial Aid office is located in 215 Graff Main Hall, and their email is finaid@uwlax.edu.

# *Advising/Academic Record*

Your Advisement Report

The Advisement Report (AR) in WINGS provides students with access to course and non-course degree requirement information for individual students. This report compares academic records to program/university degree requirements/policies and summarizes academic progress.

HOW TO ACCESS THE ADVISEMENT REPORT

In the Academics section of your Student Center, select the **My Academics** link. Alternatively, you can also select **Advisement Report-AR** from the **Other Academic Information** drop down.
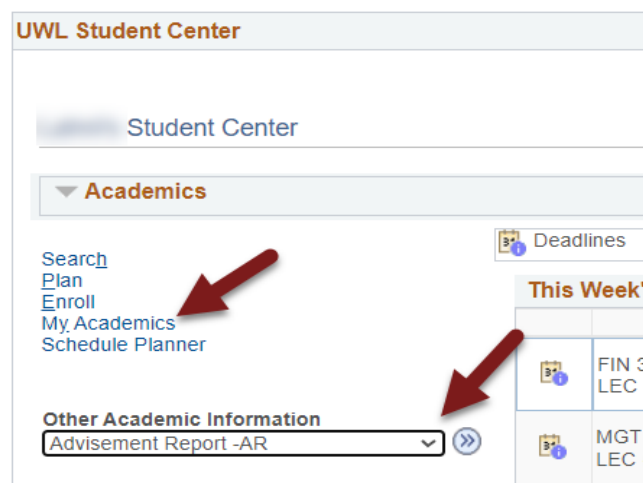
If you selected **My Academics**, next to **Academic Requirements**, click **View my advisement report**.
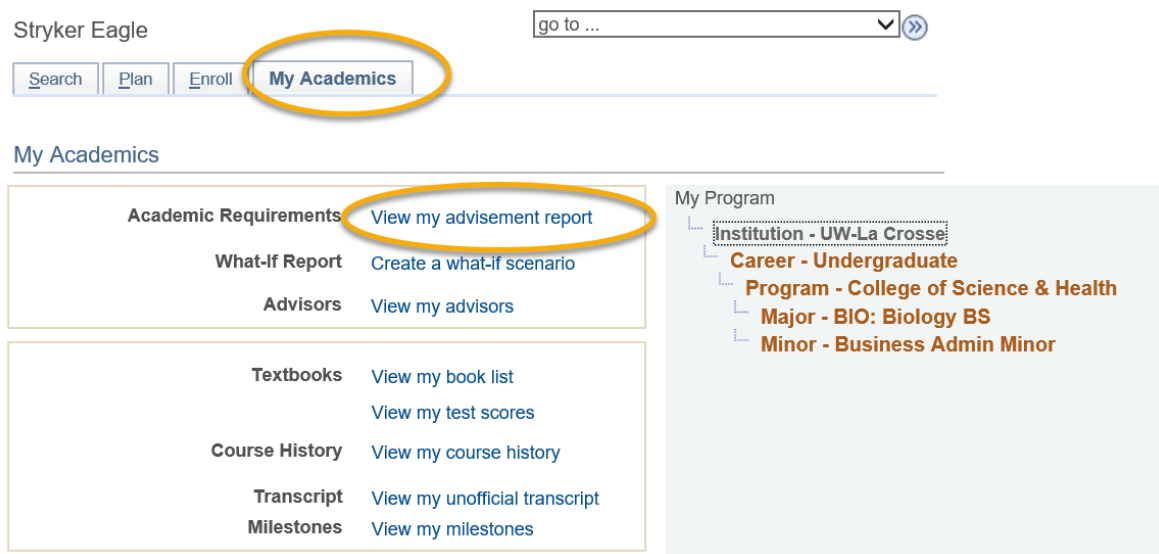
NAVIGATING THE ADVISEMENT REPORT (AR)

The AR is organized into collapsible *sections*. Sections contain collapsible *sub-headings* that categorize requirements. *Requirements* specify what a student needs to complete in order to satisfy degree requirements.

By default, expanded sections contain components with unsatisfied requirements; collapsed sections reflect completion of requirements for that section.

To individually expand or collapse a section, click the green arrow next to it. You can also use the Collapse All and Expand All buttons at the top of the report. All green arrow icons toggle between collapse and expand.

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

Taken   In Progress   Planned

▶ **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**

The AR sections are organized by current course enrollment, university requirements, general education requirements, college/school core, courses not allocated, major, and minors, honors/certificates.

▼ **SCIENCE AND HEALTH B.S. CORE REQUIREMENTS** ← Section

Not Satisfied: SCIENCE AND HEALTH B.S. CORE REQUIREMENTS (2002-Present) (RG-20096)

SCIENCE AND HEALTH BS BIOLOGY CORE REQUIREMENTS ← Sub-heading

Not Satisfied: SCIENCE AND HEALTH BS BIOLOGY CORE REQUIREMENTS (RQ-20050)

▷ Natural Laboratory Science Core

▷ Mathematics Core   ← Requirements

▷ Mathematics or Computer Science Core ← Collasped requirement that is not satisifed

COMPLETE A SECOND MAJOR, MINOR OR THE SAH INDIVIDUALIZED OPTION (BS)

SAH CORE (BS) SECOND MAJOR, MINOR OR SAH INDIVIDUALIZED OPTION (Complete a 2nd major, minor, or complete 18 units outside major depart. Internship units don't count. A 2nd major in a Pre-Professional area doesn't satisfy requirement) (RQ-20115)

▼ - OR - Declare SAH Individualized Option ← Expanded requirement that is satisifed

Declare SAH Individualized Option (18 Units Required from any college) (LN-030)

• **Satisfied:** SAH Individualized Option (BS)

SECTIONS OF THE ADVISEMENT REPORT

1. The *COURSE ENROLLMENTS/ACADEMIC STANDING* section contains currently enrolled including pre- registered courses and your academic standing.

2. The *ADVISEMENT REPORT (AR) GENERAL INFORMATION* section contains information about the What- If AR, courses not-allocated or other news pertaining to the AR.

3. The *UNIVERSITY REQUIREMENTS FOR GRADUATION* section components are requirements at the university level for graduation. The ✅ symbol denotes a completed or graded course. The 🔶 symbol denotes an in-progress course.

Tip: The ⭐ symbol denotes a planned course. However, if you see the symbol, you are in the My Planner Advisement Report, not the regular one. The regular Advisement Report shows the most up to date status of your requirements, so be sure to review that report every semester to make sure you are making progress as expected. The start of these directions shows how to get to the regular Advisement Report. Directions on the My Planner report are separate.

▼ UNIVERSITY REQUIREMENTS FOR GRADUATION

Not Satisfied: UNIVERSITY REQUIREMENTS FOR GRADUATION (2001-present) (RG-20001)
(Note: Final confirmation of degree requirements is subject to department, school, and university approval. Complete the Apply for Graduation form using WINGS Student Center when you register for your final semester. December grads should file by May 1st. May or Summer grads should file by December 1st)

UNIVERSITY REQUIREMENTS FOR GRADUATION

Not Satisfied: UNIVERSITY REQUIREMENTS FOR GRADUATION (RQ-20001)

▽ 120 Unit Minimum

   Not Satisfied: Earn a minimum of 120 Units (LN-010)

   • Units: 120.00 required, 72.00 taken, 48.00 needed

The following courses were used to satisfy this requirement:

| Course	Description	Units	When	Grade	Status
STAT 145	Elem Statistics	4.00	Fall 2024		🔶
SPA 322	Spanish for Mental Health Prof	3.00	Fall 2024		🔶
CHM 104	General Chemistry II	5.00	Fall 2024		🔶
BIO 307	Ecology	3.00	Fall 2024		🔶
ENG 110	College Writing II	3.00	Summer 2024		🔶
SPA 332	Spanish Speakers in U.S.	3.00	Spring 2024	A	✅
FYS 100	First-Year Seminar (Mindfulness in Nature: Health)	3.00	Spring 2024	A	✅
CHM 103	General Chemistry I	5.00	Spring 2024	A	✅
BIO 203	Organismal Biology	4.00	Spring 2024	A	✅
SPA 307	LA Text: Reading Btwn the Line	3.00	Fall 2023	A	✅

View All | 🖼️   First ◀ ◀ 1-10 of 20 ▶ Last

▷ **2.00 Resident Cumulative GPA**

▷ **40 Units of 300/400 Level Courses AT UWL (includes only units earned at UWL)**

▷ **- OR - 40 Units 300/400 Level (includes applicable transfer courses)**

▷ **30 Units In-Residence**

4. In the *GENERAL EDUCATION REQUIREMENTS* section, there are a number of subsections that list areas and courses needed to satisfy General Education requirements. Tip: use the navigation options at the bottom, right corner of class lists/course grid to view all available courses that are not displayed (by default the first 10 courses appear. To view all, click the View All link.) To obtain additional information about a course, click the course description link to drill down to the course catalog.

GE03: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES

Not Satisfied: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES - 3 Units Required (RQ-20015)

▽ **Minority Cultures or Multiracial Womens Studies**

Not Satisfied: Minority Cultures or Multiracial Womens Studies - 3 Units Required (LN-010)

• Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Links to catalog description.

Course	Description	Units	When	Grade	Status
(***)	View Course Details				
ANT 362	Hmong Americans (ES)	3.00	Occasionally		
ANT 375	Language/Power/ Inequality (ES)	3.00	Occasionally		
ECO 336	Women in the U.S. Economy (ES)	3.00	Fall, Spring		
EDS 206	Multicultural Education (ES)	3.00	Fall, Winter, Spring, Summer		
EFN 205	Understand Human Diffs (ES)	3.00	Occasionally		
ENG 207	Multicult U.S. Lit (ES)	3.00	Fall, Spring		
ENG 210	Lit of Black America (ES)	3.00	Fall, Spring		
ENG 215	African American Authors (ES)	3.00	Fall, Spring		
ERS 215	African American Authors (ES)	3.00	Fall, Spring		

Navigation Tip: only first 10 courses display in the grid. Click here to see more.

View All ⬚   First ◀ ◀| 1-10 of 24 ▶ Last

Below shows drill down information from the course catalog when *Language/Power/Inequality (ES)* is selected.

You can view course details including description, when the course is typically offered, and any prerequisites.

You can also view the class sections to view section level details for the course and add the course to your shopping cart.

You can also add the course to the planner. The planner allows you to select courses based on your AR requirements to help you plan your academic schedule. You can plan one term, year or your entire academic career using the planner. See the My Planner section for more planner details.

5. The *COLLEGE/SCHOOL CORE* section of the AR is related to college/school core specific requirements. It's based on which college/school your 1st major is in. In the example below, the student is a computer science major which is housed in the College of Science and Health.

6. The *COURSES NOT ALLOCATED (UGRD)* section lists courses not used to meet specific requirements on the Academic Requirement Report. For example, the grade may not have satisfied the minimum requirement, the student may have withdrawn/failed the course, or the course may have exceeded the number of hours needed for electives. Click on the green arrow to expand it to see if courses are in this section.

7. The *MAJOR* and *MINOR* sections include any major and/or minors the student has declared. The following is an example of a biology student with a Spanish minor. The minor requirements here are collapsed but are not satisfied yet. Click on the green arrow to expand the sections.

If you find an error with your Advisement Report, contact your Deans Office.

RETURNING TO HOME PAGE
- To return to your main home page, click the **Home** button right of the AR.

My Planner

My Planner allows students to map out what courses to take, term by term, using the requirements from the Advisement Report. It also connects to Schedule Planner so that students can add a planned course into their schedule during the appropriate term.

Important: the Advisement Report in My Planner closes requirement sections once a course has been added to your plan. However, the regular Advisement Report does not close that section until after you have actually registered into the course. It also shows the most up to date information about grades and credit totals. Thus, to avoid forgetting to register into the course and make sure you know what requirements are left, check your regular Advisement Report every semester as well. Directions on using the regular Advisement Report are separate.

Add Courses to My Planner

1. To get to the Planner, click the **Plan** link in their Student Center. Or select **Academic Planner** from the dropdown.
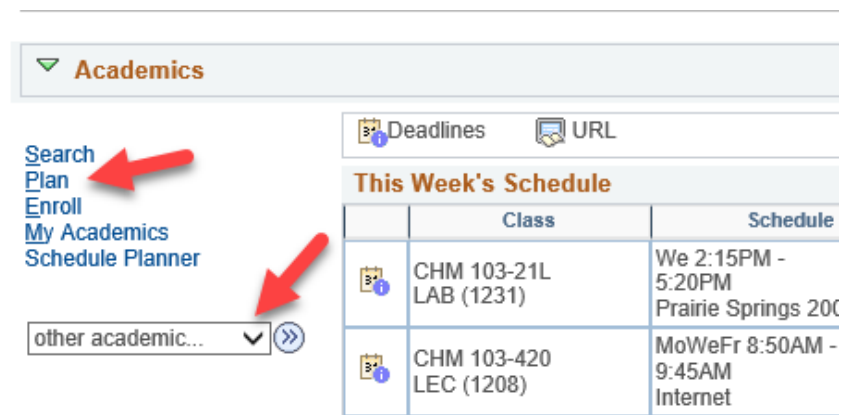
2. Click the **Plan By My Requirements**. This is the My Planner Advisement Report, a copy of your regular Advisement Report where you can select courses from what requirements still need to be met.

Tip: Remember to remove courses from My Planner after enrolling or completing the class to avoid the course showing in the report twice, which can throw off credit totals.

Search | Plan | Enroll | My Academics

My Planner | Shopping Cart | Course History

My Planner

Add courses to Planner using | Browse Course Catalog | Plan by My Requirements

Please remove courses from My Planner once enrolled/completed to prevent accidental duplication of these courses on the Plan by My Requirements report.

(i) Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.

3. Scroll through the Advisement Report to find the sections marked **Not Satisfied.** A list of courses will be displayed that will go toward that requirement. Click on the course that you want to use to complete the requirement.

GE03: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES

Not Satisfied: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES - 3 Units Required (RQ-20015)

▽ Minority Cultures or Multiracial Womens Studies

Not Satisfied: Minority Cultures or Multiracial Womens Studies - 3 Units Required (LN-010)

- Units: 3.00 required, 0.00 taken, 3.00 needed

To see course description and whether it is scheduled in an upcoming term

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
(***)	View Course Details				
ANT 362	Hmong Americans (ES)	3.00	Occasionally		
ANT 375	Language/Power/Inequality (ES)	3.00	Occasionally		
ECO 336	Women in the U.S. Economy (ES)	3.00	Fall, Spring		
EDS 206	Multicultural Education (ES)	3.00	Fall, Winter, Spring, Summer		
EFN 205	Understand Human Diffs (ES)	3.00	Occasionally		
ENG 207	Multicult U.S. Lit (ES)	3.00	Fall, Spring		
ENG 210	Lit of Black America (ES)	3.00	Fall, Spring		
ENG 215	African American Authors (ES)	3.00	Fall, Spring		
ERS 215	African American Authors (ES)	3.00	Fall, Spring		

To see full list

View All | First ◄ 1-10 of 23 ► Last

4. Review the **Course Details**, including the **Enrollment Information** which will include prerequisites if any and the course description. Click on **View Class Sections** to find out if any sections are being offered in the upcoming term. A section will open up below. Be sure to look at the **Terms Offered** menu to see what terms are available. You can change terms by selecting another one and clicking **Show Sections**.

To estimate whether a class will be offered in a term that has not been scheduled yet, review the **Typically Offered** information. Please note that the terms listed are only an estimate, not a guarantee, from the department on the next time the course will be offered.

Course Detail

Return to Plan by My Requirements

ANT 362 - Hmong Americans

Course Detail	
	View Class Sections
	Add to Planner

Career Undergraduate
Units 3.00
Grading Basis Graded
Course Components Lecture   Required
Campus La Crosse
Academic Group College of Arts, Soc Sci & Hum
Academic Organization Archaeology/Anthro Department

Enrollment Information

Typically Offered Occasionally
Course Attribute Cross-listed Course
GE03: Minority Culture/Multiracial Women's Studies

Description

This is an introductory course to Hmong American history, culture, and contemporary life. The course reviews Hmong history within the context of U.S. foreign policy in Southeast Asia from 1945 to 1975 and examines the sociocultural transformations that have been taking place in Hmong American communities across the U.S. since 1976. (Cross-listed with ANT/RGS; may only earn credit in one department.)

Course Schedule

Terms Offered Fall 2024 ⌄   Show Sections
Fall 2024

My Class Schedule   Show All   Shopping Cart

CST 110   MoWe 3:55PM - 5:20PM   Your shopping cart is empty.
Centennial 3313

🟢 Open   🟦 Closed   ⚠ Wait List

ANT 362 Sections for Fall 2024

1 of 1

Section	Personalize | Find | View All | 🗗 | 🔢 First ④ 1 of 1 ⑤ Last

Section		Session	Status	
01-LEC (4763)	Combined	1	🟦	Select

Section Details	Personalize | Find | 🗗 | 🔢 First ④ 1 of 1 ⑤ Last

Days	Start	End	Room	Instructor	Dates
MoWe	2:15PM	3:40PM	Wimberly 113	Vincent Her	09/03/2024 - 12/11/2024

5. Scroll back to top of page and click **Add to Planner** if you'd to add that course to your plan.

6. A confirmation message will display at the top.

7. To add additional courses, select **Return to Plan by My Requirements** and repeat the steps.

8. To move courses to specific term, return to the My Planner screen using the My Planner tab at the top.

9. After being added to the planner, courses are listed as **Unassigned**. Select the course using the checkbox, and then select the appropriate term from the "**move selected courses to term**" dropdown menu. Click **Move**.

10. You'll see a confirmation message that your move was successful and the course listed underneath the term.

11. After adding all the courses to your Planner, click the **Plan By My Requirements** to see the My Planner Advisement Report with these courses added. If the course satisfies the requirement, that section will now be closed. Click on the arrow to expand the section and review. The course will display with a star in the **Status** and act as a marker to satisfy a requirement even though the course has not been taken yet. If the course has been assigned to a term, the planned term will display in the **When** column.

Important: Your regular Advisement Report does NOT show your planned courses (courses with a ⭐). Only the Plan By My Requirements/My Planner Advisement Report will include them.

GE03: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES

Satisfied: MINORITY CULTURES OR MULTIRACIAL WOMEN'S STUDIES - 3 Units Required (RQ-20015)

▽ Minority Cultures or Multiracial Womens Studies

Satisfied: Minority Cultures or Multiracial Womens Studies - 3 Units Required (LN-010)

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ANT 362	Hmong Americans (ES)	3.00	Fall 2024		★
(***)	View Course Details				
ANT 375	Language/Power/Inequality (ES)	3.00	Occasionally		
ECO 336	Women in the U.S. Economy (ES)	3.00	Fall, Spring		
EDS 206	Multicultural Education (ES)	3.00	Fall, Winter, Spring, Summer		
EEN 205	Understand Human Diffs (ES)	3.00	Occasionally		

Registering in Planned Courses

SCHEDULE PLANNER

Only planned courses assigned a term in WINGS are available in Schedule Planner. Unassigned courses are not available.

1. Click on the link to Schedule Planner in WINGS and select the correct term.

2. Click **+Add Course** to add courses from My Planner to your schedule.

3. Select the My Planner tab and review the courses listed. Only courses that you have assigned to that term in WINGS will appear as an option. Select the course and click **+Add**.

4. Click **Go Back to Generate Schedules**.

Add Course

By Subject	Search by Course Attribute	My Planner	Search By Instructor

Plan Term   Spring 2021   ▼

☑ Select All

☑   ℹ   **Ethnic and Racial Studies 100** - Int Ethnic/Racial Studies (ES)

‹ Done   **+ Add**

Courses

ℹ **ERS 100**
Int Ethnic/Racial Studies (ES)   ⊗

5. Add more courses to use in the schedule or click Generate Schedules if ready to move to shopping cart.

Courses   **+ Add Course**

☑ Select All   ⊗

☑ **ANT 362**
Hmong Americans (ES)   ⚙ Sections   ℹ   🔓   ⊗

Schedules

↻ Generate Schedules

6. From the generated schedules, click **View** to see a schedule in the weekly calendar grid and to move to the next step.

			M	T	W	Th	F	
↻ Generate Schedules								
Generated 132			7am 8am 9am					
View	1	🔍	10am 11am					M-13D, 103-C
View	2	🔍	12pm 1pm 2pm					M-62D, 103-C
View	3	🔍	3pm 4pm 5pm					M-61D, 103-C
View	4	🔍	6pm 7pm 8pm					M-53D, 103-C
View	5	🔍						M-52D, 103-C

7. If you are ready to add to shopping cart, the option with be at the top of the viewed schedule. Click Send to Shopping Cart. Once it is in the shopping cart, you can register as

soon as your appointment starts. More directions on how to generate schedules and register can be found on the WINGS help page.

https://www.uwlax.edu/wings/#registration

WINGS

In WINGS, courses both assigned to that specific term and unassigned can be added to the shopping cart.

1. Log into WINGS and select Academic Planner from the drop down menu in the Academics section. Or select the My Academics link above and find the Plan tab.

2. Navigate to the shopping cart using the tab at the top.

3. Select the correct term and then select **My Planner** in the left options and click Search.

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 2024 | Undergraduate | UW-La Crosse

| | ● Open | ☐ Closed | ⚠ Wait List |

Add to Cart

Enter Class Nbr

[   ] Enter

Find Classes

○ Class Search
○ My Requirements
● My Planner

Search   Sch

Fall 2024 Shopping Cart

Your enrollment shopping cart is empty.

4. Courses that are available for that term will display and can be added by clicking **Select** at the right.

Shopping Cart

Search from My Planner

Fall 2024 | Undergraduate | UW-La Crosse

Return to Add Classes to Shopping Cart

▽ Fall 2024   Personalize | First ◄ 1 of 1 ► Last

Course	Description	Units	Term Status		Select
ANT 362	Hmong Americans (ES)	3.00	Classes available this term.		Select

▽ Unassigned Courses   Personalize | First ◄ 1 of 1 ► Last

Course	Description	Units	Term Status		Select
ESS 104	Dance Appreciation	2.00	Classes available this term.		Select

Return to Add Classes to Shopping Cart

Tip: If an error message comes up saying "You are unable to enroll at this time, the time period for enrolling in that term has passed," recheck what term you are in and click on Shopping Cart at the top to select a different term.

My Planner | My Planner | Shopping Cart | Course History

Shopping Cart

Course Detail

⚠ You are unable to enroll in this class at this time. The last day to enroll has passed.

5. Review the Course Details for the selected class. Scroll down to view the sections that are available and look at the **Status** to see if they are open, closed, or waitlisted. Click the **Select** button to choose a section.

🟢 Open   🔲 Closed   ⚠ Wait List

Sections for Fall 2024

1 of 1

Section		Session	Status	
01-LEC (4763)	Combined	1	🟢	Select

Section Details — Personalize | Find | First ◀ 1 of 1 ▶ Last

Days	Start	End	Room	Instructor	Dates
MoWe	2:15PM	3:40PM	Wimberly 113	Vincent Her	09/03/2024 - 12/11/2024

6. If the class is full but has a waitlist (yellow triangle icon), select the **Waitlist if Class is Full** box. You don't need to check it if the class is open. Click Next.

Shopping Cart

1. Select classes to add - Enrollment Preferences

Fall 2024 | Undergraduate | UW-La Crosse
ANT 362 - Hmong Americans (ES)

Class Preferences

ANT 362-01   Lecture   🟢 Open   Wait List ☐ Wait list if class is full

    Session Regular Academic Session   Grading Graded
    Career Undergraduate   Units 3.00

Enrollment Information

- GE03: Minority Culture/Multiracial Women's Studies

Requirement Designation GE03: Minority Culture/Multiracial Women's Studies

Cancel   Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWe 2:15PM - 3:40PM	Wimberly 113	Vincent Her	09/03/2024 - 12/11/2024

7. The course has been added to your cart. The shopping cart in Schedule Planner has also been updated.

8. To finish registering in WINGS, checking the box next to the class and clicking **Enroll**. Or you may click on **Schedule Planner** to continue registering through that application.

Course Placements (and other milestones)

1. **View course placements only**
   a. In your WINGS Student Center, navigate to the **Course Placement Results** section on the right and click on **Details**.

   b. The course you can enroll in, based on your scores, is listed under **Milestone Level**.

   c. If you click on the name of the placement, such as English Placement in the above example, it will take you to the page with all milestones listed, including non-placement milestones if you have any.

   d. If you don't have any placement milestones, the Course Placement Results section will say "no placements."

2. **View all milestones, including course placements**
   a. In the Academics section of your WINGS Student Center, select Course Placements & Milestones from the dropdown menu. Then click the arrow to go to the page.

   b. This is the **Course Placements & Other Milestones** page, and it shows all milestones awarded, including course placements. Milestones are used to mark the completion of selected academic requirements and other academic achievements. Milestones besides course placements that a student might earn include:
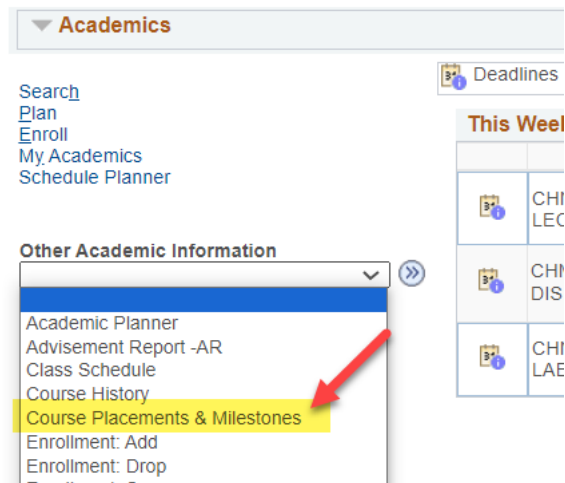   i. Successful admission into a college or program
      ii. Music audition completed
      iii. Completion of a portfolio
      iv. Completion of other non-course requirements
      v. Microcredential earned

   c. The milestones display in one long list. The advantage of viewing them on this page is that you can see the date they were completed and any other milestones.

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. ⊗
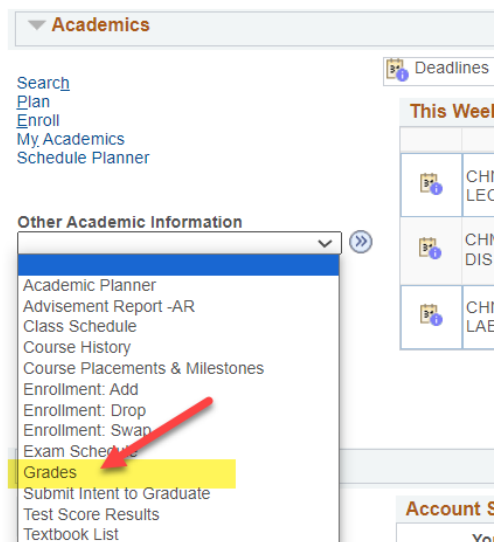
2. The next screen should show the **Enroll** and **Term Information** tabs selected. The system may default to the most current term. Click on **Change Term** to select another term, but keep in mind that <u>your most current GPA can only be see on the most current term</u>.
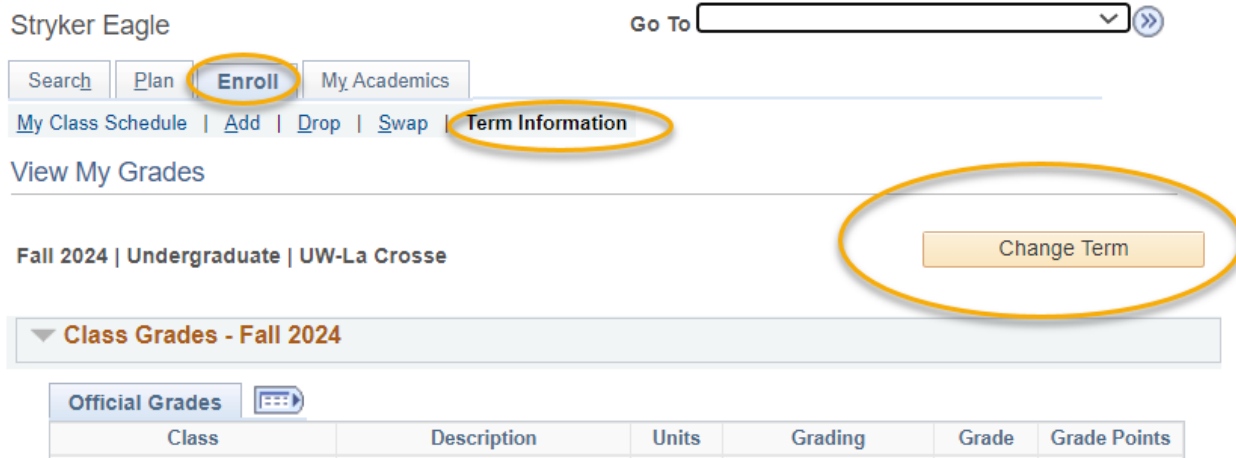
3. Grades and GPA **for that term** will appear in the Class Grades and Term Statistics sections.

Spring 20XX | Undergraduate | UW-La Crosse — Change Term

Class Grades - Spring 20XX

Official Grades

Class	Description	Units	Grading	Grade	Grade Points
ENG 110	College Writing	3.00	Graded	A	12.000
HIS 110	World History	3.00	Graded	AB	10.500
HP 106	Intro to Health Careers	2.00	Graded	A	8.000
MTH 150	College Algebra	4.00	Graded	A	16.000
MUS 105	Music Appreciation	2.00	Graded	A	8.000

Term Statistics - Spring 20XX

	From Enrollment	UWL Cumulative Total	Transfer Cumulative Total	Combined Cumulative Total
Units Toward GPA:				
Taken	14.000	27.000		27.000
Passed	14.000	27.000		27.000
Units Not for GPA:				
Taken		2.000		2.000
Passed				
GPA Calculation				
Total Grade Points	54.500	95.000		95.000
/ Units Taken Toward GPA	14.000	27.000		27.000
= GPA	3.890	3.510		3.510

Academic Standing — Good Standing

Combined UWL and transfer GPA. This GPA is not used to determine academic standing. In this example, the student has no transfer credit, so combined GPA is the same as UWL GPA.

GPA for this term only

Total GPA based on all earn credits at UWL so far. This is the GPA used to determine academic standing and Dean's List

Printer Friendly Page

4. The **Term Statistics** section shows several different GPAs. UWL uses the **UWL Cumulative GPA** for determining academic standing, honors, athletic eligibility, and other verifications.

   a. <u>From Enrollment</u>: the GPA for that specific term

   b. **UWL Cumulative**: your GPA using only UWL GPA credits

   c. <u>Transfer Cumulative</u>: your GPA using only your transfer credits

   d. <u>Combined Cumulative</u>: your GPA using both UWL and transfer credit together.

5. **Major GPA:** To find the GPA calculated just from courses in your major, check your Advisement Report (AR). Your major GPA will be in section that lists your major's requirements.

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

7. **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 Your Transcript

A transcript is a copy of your academic record at UWL, listing all courses, credits, grades, academic standing, GPA, honors, and degrees in one report. An official copy has the school seal, Registrar's signature, and other securities to prevent tampering. An unofficial copy does not have signatures or many of the other securities, although it is still secured from being released without permission.

1. In the **Academics** section of your Student Center, select **Transcript: View Unofficial** from the drop-down mention. Click the double arrow button.
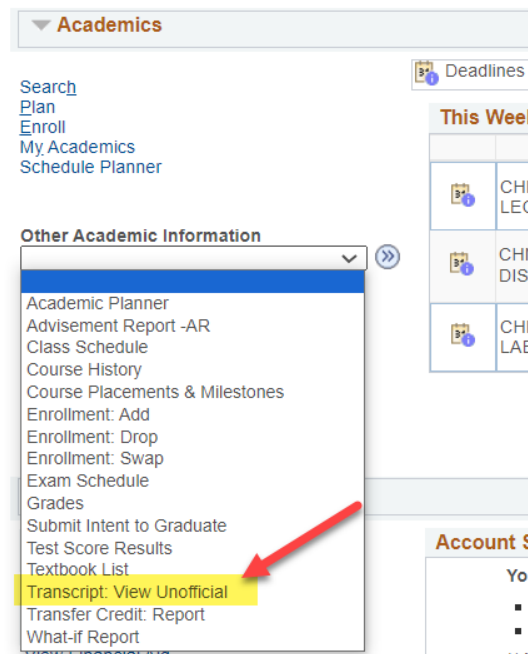
2. On the next screen, leave **Academic Institution** as **UW-La Crosse**. Click **Unofficial Enrollment (Both)** for **Report Type**. Do not leave this blank or the transcript will not come up.

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.

5. You may save the unofficial 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. 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.

OR

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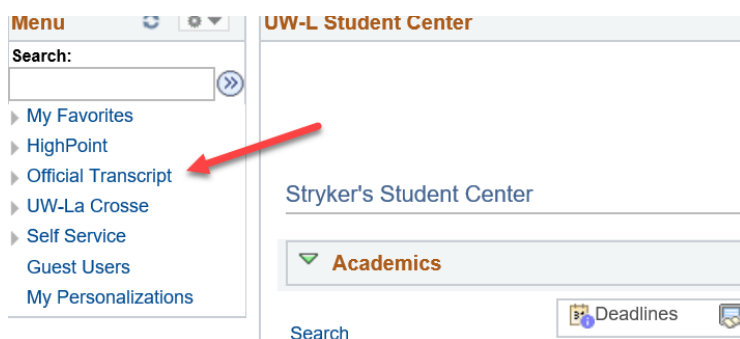
7. **There is a fee for each official copy sent. You can pay with a credit or debit card.**

More information about ordering an official transcript is on the Records & Registration's transcript webpage: https://www.uwlax.edu/records/transcript-request-procedure/.

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 ⊗ .
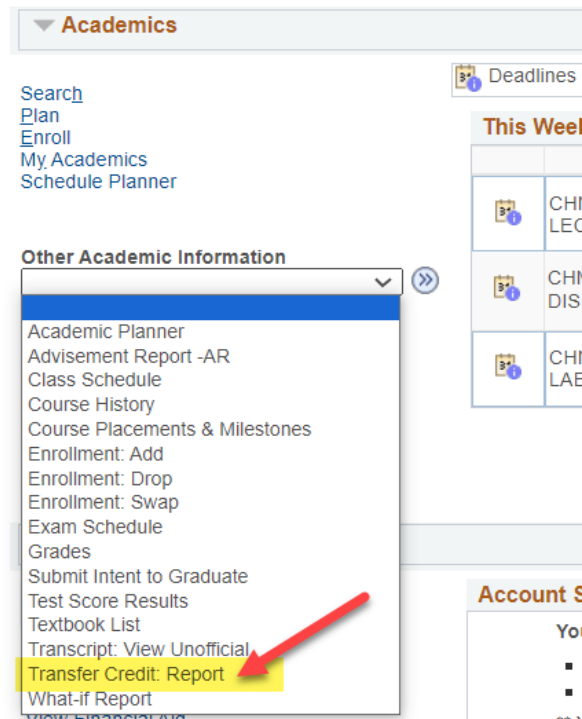
2. View your report.
    a. The below example shows credits transferred in from University of Wisconsin-Milwaukee and Carthage College under the **Course Credits** section.
        i. Grades that start with T are transfer grades.
        ii. **Incoming Course** is the course name/number from your prior 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 Credit**s 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.

View Transfer Credit Report

▼ Course Credits

Model Nbr 1 Posted

Institution	UW-La Crosse	**Credit Source Type**	External
Career	Undergraduate	**Source Institution**	Univ of Wisconsin-Milwaukee
Program	College of Science & Health		

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	
Fall 2021	UWX CM101	3.00	TIP	Posted	CST 110	3.000	TB+	
Fall 2021	UWX GE170	4.00	TIP	Posted	GEO 000A	4.000	TB	
Fall 2021	UWX MU278	3.00	TIP	Posted	MUS 000Y	3.000	TB	

Model Nbr 2 Posted

Institution	UW-La Crosse	**Credit Source Type**	External
Career	Undergraduate	**Source Institution**	Carthage College
Program	College of Science & Health		

| Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	
Fall 2021	ECN 1010	4.00	TD-	Posted	ECO 110	4.000	TD-	
Fall 2021	COR 1100	4.00	TC+	Posted	GEL 000E	4.000	TC+	

▼ Test Credits

No test credits found.

▼ Other Credits

No other credits found.

View UWL & Transfer Courses in one List

1. In the **Academics** section of your Student Center, select **Course History** from the drop-down menu. Click the double arrow button ⟫ .
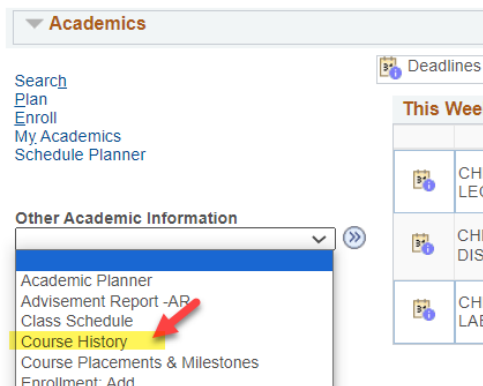
2. Sort the list by course, description, grade, status, term, or units (credits). This is a list of all courses taken or in progress at UWL, along with any awarded transfer or test credit.

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

Course	Description	Term	Grade	Units	Status
BIO 105	General Biology	Fall 2023	B	4.00	✅
CHM 103	General Chemistry I	Fall 2024		5.00	◆
CST 110	Communicating Effectively	Fall 2023	AB	3.00	✅
ENG 110	College Writing	Spring 2024	A	3.00	✅
ENG 204	British Literature after 1800	Fall 2024		3.00	◆
HIS 110	World History (Migration)	Spring 2024	AB	3.00	✅
HP 106	Intro to Health Careers	Spring 2024	A	2.00	✅
HPR 105	Hlthy Actv Lifstyl	Fall 2023	AB	3.00	✅
MTH 051	Topic Intmd Algbra	Fall 2023	A	2.00	✅
MTH 150	College Algebra	Spring 2024	A	4.00	✅
MUS 105	Music Appreciation	Spring 2024	A	2.00	✅

View Career, College (Program), & Major/Minor

1. In the **Academics** section, select the **My Academics** link.
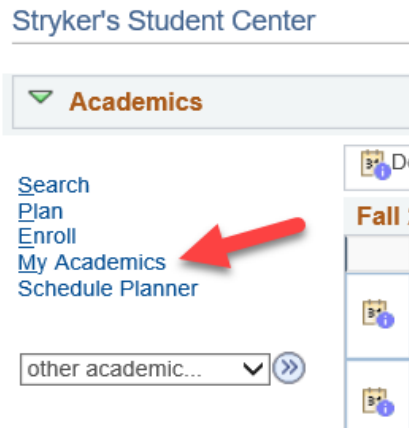
2. Your career/program/plan information will appear in the box on the right-hand side. To request a change, go to the "Change of Major/Minor" section at https://www.uwlax.edu/records/forms/ and click on the link.

Submit Intent to Graduate

Students should notify the university of their intent to graduate if expecting to graduate in the next year. Please submit your **term of graduation before the start of your final term** if possible. The deadline for your name to be printed in the Commencement program is November 1st in the Fall (for December ceremony) and April 1st in the Spring (for May ceremony). You can still participate in the ceremony though, even if your name isn't in the program. Summer graduates are with the May ceremony and Winter graduates with the December.

1. In the **Academics** section of your Student Center, select **Submit Intent to Graduate** from the drop-down menu. Click the double arrow button. ⊗
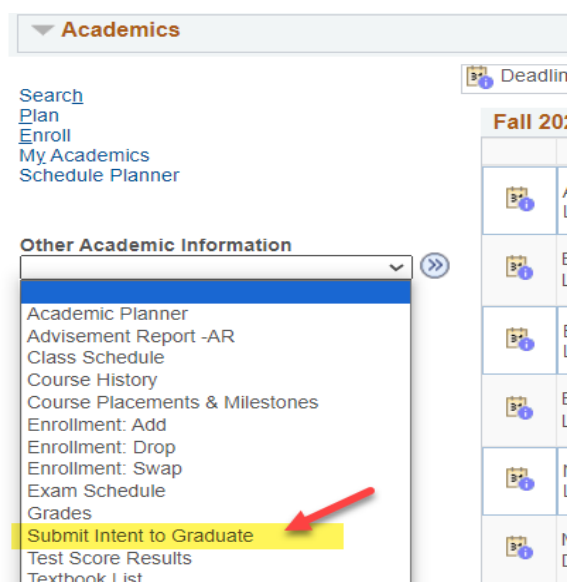
2. Click on the **Submit Term of Graduation** link next to the program from which you are graduating.

3. On the next page, select your expected graduation term and click **Continue**. If the future term you are searching for is not available, come back the next term and see if it is available then.

Submit Intent to Graduate

Select Graduation Term

The academic program listed here is the program with which you intend to graduate. If this is not correct, return to the previous page and select a different academic program, or submit a change of major/program form to the Dean's office.

Select a valid term in which to graduate by selecting a value from the drop down. If the term you are looking for is not displayed, you will need to wait to submit your intent until closer that date. It is recommended that you submit your intent before the start of your last term.

Program: College of Arts, Soc Sci & Hum

UW-La Crosse | Undergraduate

Degree: Bachelor of Arts
   Major: Psychology BA
Minor: Criminal Justice Minor
Course of Study: CASSH BA Degree Prog Opt-Lang

Expected Graduation Term | select term ... ▾

Fall 2024
Spring 2025
Summer 2024
Winter 2025
select term ...

Select Different Program

4. Another section will appear with information about Commencement, your diploma, and what will happen to your netID and email after graduation.

Graduation Instructions

After clicking "Submit Application" at the end, a message will display indicating you have successfully submitted your intent to graduate. If you need to change your graduation term to a different term, you must contact your dean's office. Please read the below first before continuing.

Information regarding the upcoming Commencement ceremony is available at https://www.uwlax.edu/commencement/. The ceremony will be held at the La Crosse Center.

Your diploma will be mailed to your HOME address. Please verify/update that information before the end of your last term at UWL.

Please also update your personal EMAIL address in WINGS to a non-UWL email before the end of your last term at UWL. Your digital diploma will be send to your personal email address. To have access after graduation and your UWL account is ended, your personal email address must be a non-UWL email.

**IMPORTANT: Your UW-La Crosse Net ID will be deactivated approximately 6 months after graduation. This will remove your access to WINGS, UWL email account, personal files, data on OneDrive, and other resources accessed with your Net ID account. The data will be deleted and will not be retrievable. You will receive notice of the pending deletion two to four weeks prior to the process. Please note that Canvas access ends when your last class is finished.

Besides updating your addresses, please take the actions below that apply to you to ensure a smooth transition after graduation:

1. Use your last term of enrollment to start transitioning to a personal email address for job and graduate school applications.
2. Update any non-UWL accounts created with your UWL email address to a personal email. For example, if you have used Parchment Transcript Services to order an official transcript, make sure your email address on that account has been changed to a personal, non-UWL email. Another common example is to check that your Google account is using a non-UWL email.
3. Copy and save the data you would like to save from your OneDrive, email (messages and contacts), and other UWL systems to your own personal computer or storage device before you leave UWL. Copy and save any data from Canvas you need now, before the end of your last term of enrollment.
4. Within a few months of your degree being posted, download a copy of your unofficial transcript from WINGS for future use.
5. (Undergraduates only) Make note of your major GPA from your Advisement 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 unless a Degree Name is submitted. If you wish your name 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 by April 1st for Spring graduation and November 1st for Fall graduation to have 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.

5. Read the information and then click **Continue**.

6. On the next screen, confirm the term you selected and click **Submit Application** at the bottom.

Submit Intent to Graduate

Verify Graduation Data

Program: College of Arts, Soc Sci & Hum
UW-La Crosse	Undergraduate

Degree: Bachelor of Arts
    Major: Psychology BA
Minor: Criminal Justice Minor
Course of Study: CASSH BA Degree Prog Opt-Lang
    Expected Graduation Term   Spring 2025

Graduation Instructions

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

Submit Confirmation

✔ You have successfully applied for graduation.

8. To verify that you submitted your intent correctly, go to your Student Center and click the **My Academics** link in the **Academics** section. Then click the **View my graduation status** link at the bottom. The status will say "Submitted Intent to Graduate" if you have already completed this. Note the expected graduation term. If that term is incorrect, contact your Dean's office.

Graduation   Submit intent to graduate
              View my graduation status

Graduation Status

Program: College of Arts, Soc Sci & Hum	
UW-La Crosse | Undergraduate	
Degree: Bachelor of Arts Major: Psychology BA Minor: Criminal Justice Minor Course of Study: CASSH BA Degree Prog Opt-Lang	Status: Submitted Intent to Graduate Expected Graduation Term: Spring 2025

Tip: If you select **Submit Intent to Graduate** from your home page drop down menu again, you will see **View Graduation Status** to indicate you have already submitted a term. Clicking on it will display the term you have already submitted as your graduation term.

Registration/Student Schedules

Registration Appointments

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.

Enrollment Dates

Select a term then select Continue.

	Term	Career	Institution
○	Summer 2024	Undergraduate	UW-La Crosse
●	Fall 2024	Undergraduate	UW-La Crosse

[Continue]

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.

Fall 2024 | Undergraduate | UW-La Crosse   [Change Term]

Enrollment Appointments

Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	April 10, 2024 10:00AM	May 22, 2024 11:59PM	18.00	18.00	18.00	12.00
First Session - Seven Weeks	April 10, 2024 10:00AM	May 22, 2024 11:59PM	18.00	18.00	18.00	12.00
Second Session - Seven Weeks	April 10, 2024 10:00AM	May 22, 2024 11:59PM	18.00	18.00	18.00	12.00
Dynamic Dates	April 10, 2024 10:00AM	May 22, 2024 11:59PM	18.00	18.00	18.00	12.00
UWSystem Collaborative Program	April 10, 2024 10:00AM	May 22, 2024 11:59PM	18.00	18.00	18.00	12.00

Open Enrollment Dates by Session

Session	Begins On	Last Date to Enroll
First Session - Seven Weeks	September 3, 2024	September 9, 2024
Regular Academic Session	September 3, 2024	September 16, 2024
UWSystem Collaborative Program	September 3, 2024	September 16, 2024
Second Session - Seven Weeks	September 3, 2024	October 28, 2024
Dynamic Dates	September 3, 2024	December 15, 2024

Term Enrollment Limits

Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
18.00	18.00	18.00	12.00

[Shopping Cart]   [Add Classes]

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 <u>does not</u> 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**.

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Select Term

	Term
○	Summer 2024
◉	Fall 2024

✔ Save and Continue

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

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

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LA CROSSE

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.

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

     a. **Course Status:** can limit your search to open classes (classes that still have seats available) or to both open & full classes

         i. Setting the Course Status to **Open Classes Only** means you will only see classes that have open seats in your search. Classes that require permission to get in may be set to 0 seats and look closed. Change the Course Status from **Open Classes Only** to **Open & Full** to if the course you are looking for is not in results at first.

         ii. Classes that are full but have a waitlist are under the **Open & 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. **In-Person (or On-Campus or Face-to-Face):** Course takes place in a physical classroom.

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

  iii. **Online Asynchronous:** Students do not meet in person at a physical site. All content and course activities take place online. Although there are deadlines for students by which they need to complete work, there are no requirements for a specific date/time when the student must be available.

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

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

5. Use **+Add Breaks** to build in activities that you want to schedule around such as lunch, practice, or work. You can limit it to one term, or select **Ongoing** to keep the break there for every term.

Breaks **+ Add Break**

☑ Select All ⊗

Practice
☑ MTWThF - 4:00pm to 6:00pm
Ongoing ⚙ Edit ⊗

6. Click **+Add Course** to find and add courses to use in a schedule.

Courses **+ Add Course**

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. When you have found the course you want to potentially add to your schedule, click **+Add Course**. It will put the course in the right column so you can search for more courses to add. If you change your mind about a course you've added, you can use the red X to remove it.

    a. **By Subject** – search starting with the subject/department prefix.

Add Courses for Fall 2024

By Subject	Search by Gen Ed	Search by Other Attribute	My Planner	Search By Instructor

By Class #

Desired Courses | Current Schedule
ⓘ GEO 415 Remote Sensing I ⊗

Subject GEO - Geography ▼

Course 415 - Remote Sensing I ▼

Geography 415 - Remote Sensing I

This course is an introduction to remote sensing, emphasizing satellite multispectral observations of the earth applied to such fields as agriculture, forestry, water resources, urban and regional planning, and environmental assessment. Upper Midwest and selected areas worldwide are explored with visual and digital image processing techniques. This course is taught largely at an undergraduate level. Graduate students will have additional course requirements/expectations. Lect. 2, Lab 2.

❮ Go Back to Generate Schedules **+ Add Course**

    i. **Topics** - If the course has a topic, an additional field will appear in the search. You must select a topic before you can add the course and must add one topic at a time. To search the availability of multiple topics, add the course multiple times to your list, each time a different topic.

Add Courses for Fall 2024

By Subject	Search by Gen Ed	Search by Other Attribute	My Planner	Search By Instructor
By Class #				

Desired Courses	Current Schedule

ⓘ ENG 200
Lit & Human Experience
→ **Topic: Dystopian Literature**   ⊗

ⓘ ENG 200
Lit & Human Experience
→ **Topic: American Ethnic Literature**   ⊗

Subject   ENG - English ▾

Course   200 - Lit & Human Experience ▾

Topic   American Ethnic Literature ▾

English 200 - Lit & Human Experience

Intensive study of selected literary texts, with emphasis on various ways of reading, studying, and appreciating literature as an aesthetic, emotional, and cultural experience. Content varies with instructor.

‹ Go Back to Generate Schedules   **＋ Add Course**

ii. **To see the description for the individual topic,** add it to the Courses list. Then click **Go Back to Generate Schedules** to go back to main page. Under Courses, click on the **Sections** icon next to the course.

b. **By Class #** - search using the 4-digit class number for the specific section of the class you want, if you know it.

Add Courses for Fall 2024

By Subject	Search by Gen Ed	Search by Other Attribute	My Planner	Search By Instructor
By Class #				

Desired Courses	Current Schedule

ⓘ GEO 415
Remote Sensing I   ⊗

Class #   3251

‹ Go Back to Generate Schedules   **＋ Add Course**

c. **Search by Gen Ed** - search by **General Education Program** categories GE00-GE09. Search by one category at a time because a course can only be in one Gen Ed category.

Add Courses for Fall 2024

By Subject | **Search by Gen Ed** | Search by Other Attribute | My Planner | Search By Instructor

By Class #

Desired Courses | Current Schedule

ⓘ MTH 151
Precalculus ⊗

Attribute   General Education Program - GE02 List 1: M... ✕   ✕ ▾

Subject   MTH - Mathematics ▾

Course   151 - Precalculus ▾

Mathematics 151 - Precalculus

A precalculus course on properties, graphs, and applications of elementary transcendental functions. Topics include concepts from analytic geometry; theory of equations; the logarithmic, exponential, trigonometric, and inverse trigonometric functions; and analytic trigonometry.

‹ Go Back to Generate Schedules   + Add Course

d. **Search by Other Attribute**
   i. **Community Engaged Learning** courses

   ii. **Sustainability As Core Theme** – sustainability is the main theme of the course

   iii. **Sustainability As Topic** – sustainability will be a subtopic in the course

   iv. Note: while you can add more than one attribute to search at the same time, the course will have to have <u>both</u> attributes to show up in the results. Very few courses have more than one of these attributes.

e. **My Planner** - find courses you have already put into the Academic Planner (a.k.a. Plan by My Requirements) in your WINGS Student Center for this term. If no classes show here, you do not have any classes in that term in WINGS My Planner in WINGS. Unassigned courses (not assigned to a term) do not appear in Schedule Planner.

f. **Search by Instructor** – search for all classes being taught that term by instructor name, alphabetical by first name.

8. Click **Go back to Generate Schedules** when you're done adding courses. You will be returned to the main Build Schedule tab and the courses you chose will appear under the **Courses** section.

9. Limit schedule options to specific sections by using **Sections**, the gear icon next to each course in the **Courses** list.

a. **Filter by time:** Click on **Sections**. 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 open seats available in your desired section or any waitlist seats.

		Subject	Course	Section	Title	Instructor	Class #	Seats Open	Waitlist Seats Open	Instruction Mode	Credits	Day(s) & Location(s)	Dates
☐	ⓘ	MTH	151	01	Precalculus	Andrew Matchett	2276	1	10	In Person	4	MTWTh 8:50am - 9:45am - Centennial 3302	09/03/2024 - 12/11/2024
☑	ⓘ	MTH	151	03	Precalculus	Karl Kattchee	2279	1	10	In Person	4	MTWTh 11:00am - 11:55am - Centennial 3102	09/03/2024 - 12/11/2024
☑	ⓘ	MTH	151	06	Precalculus	Tushar Das	2505	12	10	In Person	4	MTWTh 3:20pm - 4:15pm - Cowley 103	09/03/2024 - 12/11/2024

b. **Find the closed sections with active waitlists which still have seats:** Make sure the Course Status filter at the top of the main screen is set to **Open & Full**. Then click on **Sections** next to the course. If there are any seats left on an active waitlist, the **Waitlist Seats Open** number will be higher than 0. A 0 means either the class does not have a waitlist or it is full.

   i. To find the number of students already on the waitlist, click the blue "i"
   ⓘ next to the Class #.

		Subject	Course	Section	Title	Instructor	Class #	Seats Open	Waitlist Seats Open	Instruction Mode	Credits	
■												MT
☐	ⓘ	MTH	151	01	Precalculus	Andrew Matchett	2276	1	10	In Person	4	Ce

Title: Precalculus
Instructor: Andrew Matchett
Class #: 2276
Section: 01
Seats Open: 1
Waitlist Seats Open: 10
Credits: 4
Instruction Mode: In Person

Notes: This section is taught as a hybri
in this section should not schedule othe
time. The instructor will inform student
semester which days attendance is req

Students who have successfully compl
credit in MTH 151. Do not register for th
take the Math Placement Exam to enro

    c. **Filter by instructor:** click on the Sections icon. Then click on the **Advanced Filters** link. Select the instructor you would like and save filter. Make sure the remaining sections with seats are selected.

Tips when using Sections:
- If you have the **Course Status** filter set to include only open classes, the closed sections will display on the **Disabled** tab.
- Before making changes to Sections, click the **Generate Schedules** button (see step 10), so that you can see the largest number of possibilities first. Getting more 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 & waitlist seats are available in all sections of a course by clicking on the **Sections**. If the **Waitlist Seats Open** column also says 0, you can verify if there is a waitlist at all by clicking the blue "i" ⓘ . A waitlist number will display under Instruction Mode if there is a waitlist. And nothing will show if there isn't a waitlist.
- If you have the **Course Status** filter set to include both open and closed sections, you use the checkboxes under Sections to uncheck any closed sections that don't have a waitlist or have a full waitlist.

10. Click on **Generate Schedules** to view potential schedules based on those courses (and any breaks or filters you also added). The example below has generated 51 possible schedules. You can look through those schedules or use the additional filters under Sections 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.

Potential Schedule for Fall 2024

‹ Back   🖶 Print   ✉ Email   ✔ Validate   🛒 Send to Shopping Cart   ♥   ←   Schedule 1 of 12   →

> You are viewing a potential schedule only. You will still need to register once your registration appointment starts. Be sure to validate both your potential schedule and your shopping cart to check for registration errors and confirm if you're able to register for your chosen courses. Some restrictions do not appear until the course is in your shopping cart.   ✖

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.

	Status	Class #	Subject	Course	Section	Seats Open	Waitlist Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
🟩 ⓘ 🔒	Not Enrolled	2196	GEO	110	01	4	5	MWF 8:50am - 9:45am - Cowley 215	09/04/2024 - 12/11/2024	3	In Person
Title: World Cultural Regions											
🟦 ⓘ 🔓	Not Enrolled	1118	MKT	309	10	3	15	T 6:00pm - 8:45pm - Wimberly 326	09/03/2024 - 12/10/2024	3	In Person
Title: Principles of Marketing											
🟥 ⓘ 🔓	Not Enrolled	2280	MTH	151	04	0	10	MTWTh 12:05pm - 1:00pm - Centennial 3102	09/03/2024 - 12/11/2024	4	In Person
Title: Precalculus											
										10	

    b. Click on the blue information bubble to review the **Class Details.** Class details include: instructor's name, course description, number of students on the waitlist if there is one, prerequisites, if consent is required to register, mode of instruction, view books to buy, and important notes about that section.

| | | Not Enrolled | 1007 | ACC | 222 | 06 | 1 | 26 | TTh 2:15pm - 3:40pm - Wimberly 202 202 | 09/03/2024 - 12/10/2024 | 3 | In Person |

Title: Accounting Principles II
Waitlist Seats Open: 26
Component: LEC
Instructor: Recep Pekdemir
Waitlist: 4
Description: Emphasis is on reporting to internal constituencies: managers in all functional areas of the firm. An introduction to accounting principles used to prepare internal financial reports used for management decision-making. Topics include cost determination and flow, cost-volume-profit analysis, absorption and variable costing, capital budgeting, and cash flow analysis.
Textbook: View Books to Buy
Instruction Mode: In Person

Day(s) & Location(s):
TTh 2:15pm - 3:40pm - Wimberly 202 202
Dates: 09/03/2024 - 12/10/2024
Notes: This class has additional materials that are purchased from the University Bookstore. Please review the book list for details.

This class has additional fees for digital course materials that are included in a course fee on your student bill noted as Digital Course Material. Please review the book list for details.
Consent: No Special Consent Required
Drop Consent: No Special Consent Required
Enrollment Requirement: Prerequisite: ACC 221 completed with a grade of "C" or better.

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:**

Mark several schedules as Favorites 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 for Fall 2024

Back | Print | Email | Validate | Send to Shopping Cart | Schedule 5 of 5

You are viewing a potential schedule only. You will still need to register once your registration appointment starts. Be sure to validate both your potential schedule and your shopping cart to check for registration errors and confirm if you're able to register for your chosen courses. Some restrictions do not appear until the course is in your shopping cart.

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?

Math at 11am Schedule

Cancel | OK

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. Return to view and edit name from the Build Schedule page.

v. Once a Favorite is saved, the courses can't be edited, just deleted. However, you can build as many Favorites as you want.

vi. Saving a Favorite schedule **does not** reserve you a seat in the class.

vii. 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 when viewing a generated schedule and those sections will remain in the Courses list until 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. **Tip:** You should also validate after putting your schedule in the shopping cart when its time to register. **Some errors cannot be detected until the course is in the shopping cart.**

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.

17. If the schedule went to the shopping cart successfully, you will see your classes under the **Shopping Cart** tab. Any classes you are already registered in, if any, will be under **Current Schedule**.
    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.
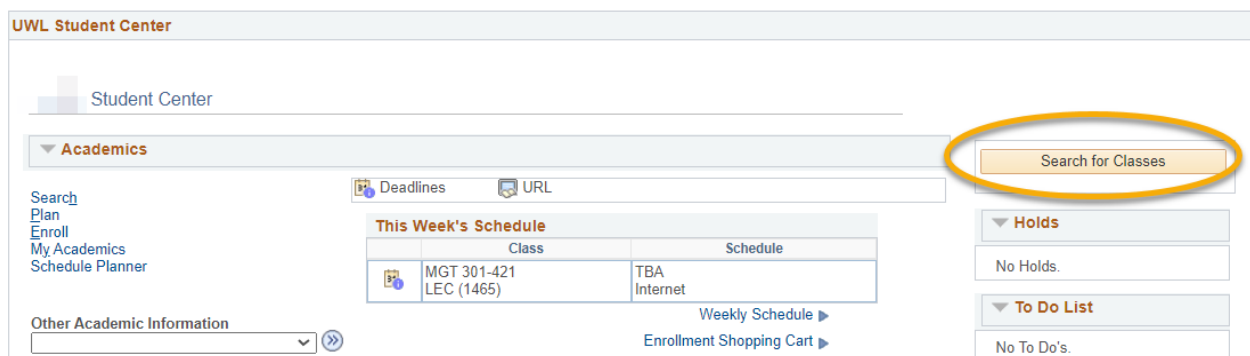
2. On the next page, note that the **Search** and **Search for Classes** tabs are selected.

   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**).
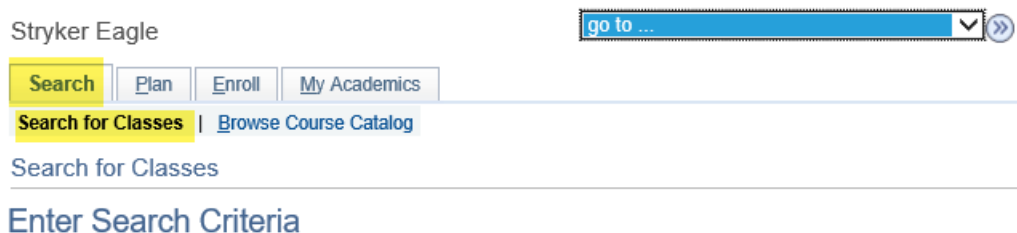
3. The search defaults to display just one term. To search another term, click the drop-down list, and select the term you would like to search.

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

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

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

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

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

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

Enter Search Criteria

10. The box marked **Show Open Classes Only** might be checked. If you would like to see __all__ classes (open, closed, & waitlisted), make sure this box is unchecked. Classes with waitlists 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. **In-Person (or On-Campus or Face-to-Face):** Course takes place in a physical classroom.

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

   iii. **Online Asynchronous:** Students do not meet in person at a physical site. All content and course activities take place online. Although there are deadlines for students by which they need to complete work, there are no requirements for a specific date/time when the student must be available.

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

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

e. **Course Attribute and Course Attribute Value** - to narrow down results to a specific type of attribute. UWL has attributes indicating if the course is in a General Education category, a Community Engaged Learning course, or a sustainability related theme or

topic. Once you choose an attribute, narrow down the results further by selecting a related Attribute Value.

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

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

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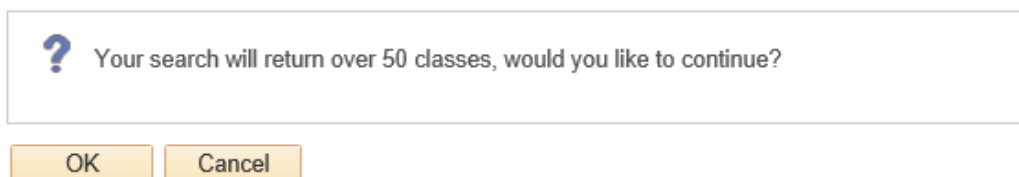
15. The open courses are marked with a green circle 🟢, while closed courses are marked with a blue box 🟦. The yellow triangle ⚠️ is for courses with waitlists. Remember, waitlisted courses only appear if the **Show Open Classes Only** is <u>unchecked</u>.

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, waitlist information, enrollment requirements (prerequisites), and the course description.

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

Class Detail

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

Class Details

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

Meeting Information

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

Enrollment Information

Class Attributes   GE06: Self and Society

Class Availability

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

Combined Section

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

Description

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

   [View Search Results]   [Select Class]

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

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

▼ACC 221 - Accounting Principles I

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1182	411-LEC Four Wk 1	TBA	Internet	Sergey Komissarov	05/20/2024 - 06/14/2024	●	
	Class Notes View Books to Buy						

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

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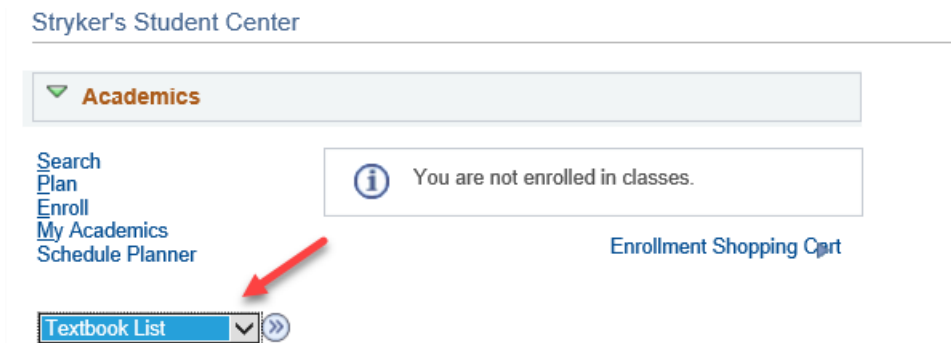
21. **To add a class to your Shopping Cart**, click on the **Select Class** button.

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

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

Add to Shopping Cart - Related Class Sections

Fall 2024 | Undergraduate | UW-La Crosse

CHM 104 - General Chemistry II

Lab/Studio selected Section 41L
Mo 2:15PM - 5:20PM Prairie Springs 2017

● Open   ☐ Closed   ⚠ Wait List

You will automatically be enrolled in the following related class:

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

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

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

Cancel   Next

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

Add to Shopping Cart - Enrollment Preferences

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

Class Preferences

ANT 101-01   Lecture   ● Open

Wait List ☐ Wait list if class is full

Session Regular Academic Session   Grading Graded
Career Undergraduate

Enrollment Information   Units 3.00

• GE06: Self and Society   Requirement Designation GE06: Self and Society

Cancel   Next

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

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

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

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

Search Results

UW-La Crosse | 2024 Fall

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

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

✔ ANT 101 has been added to your Shopping Cart.

● Open   ☐ Closed   ⚠ Wait List

New Search   Modify Search

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

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

Stryker Eagle   go to ... ⌄ »

| Search | Plan | Enroll | My Academics |

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

Shopping Cart

Add Classes to Shopping Cart

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

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

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

Steps:

1. Develop and save a schedule with one or more courses following the steps in **"Search for Classes/Creating a Schedule using Schedule Planner."**

2. Click on the **View** link next to a potential schedule that you like.

   - If you already have courses in your shopping cart, go directly to the shopping cart by clicking Shopping Cart in the top bar. (If you are on a mobile device, this might be at the bottom.)

3. Click **Validate**

4. Review your results and read the messages. Some common messages:

   - A green checkmark means you will be able to register into the course.

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

- If you receive an "**Enrollment requisites are not met**" error, review your Course History to figure out which course or requirement you might be missing. Speak with the department/instructor offering the course if you have questions about the prerequisites.

- "**Consent Required**" means you will need permission from the instructor to get into the class.

- If you receive a message that starts with "**This course has been taken previously**," check your Course History to verify if you received a "D" or "F" in that class.

  o For undergraduates, only UWL classes that have been graded with a "D" or an "F" can be repeated at UWL, unless you are allowed to earn credit multiple times in the class. You can repeat a UWL course with any grade at another school.
  o If you have transfer credit for the course, you can repeat the course at UWL, but the transfer credit will need to be removed from your record as you usually cannot earn credit twice for a class.
  o You are technically able to register into repeats; however, for a class that is not repeatable, **you will be dropped from the class before the start of the term if you do not drop yourself first.**

- The message "The Requirement Designation Option was set to "YES" by the enrollment process" means that the course is a general education or writing emphasis course. If there is a green check mark with it, there is no problem.

⚠ Validate Results

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

MKT-309, 08, Maggie McDermott
  · This class requires Instructor Consent Required consent. You will need to obtain permission to add this class.

⊘ You should have no problem registering for this course:

PHL-100, 411, Sheryl Tuttle Ross
  · General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information. The Requirement Designation option was set to 'yes' by the enrollment process.

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

OK

5. Change or keep courses, as needed.

6. If you add or change courses, be sure to validate again to catch any new errors.

Things to remember:
- **Validate twice!** – once when you first build your schedule and again the day before or day of your registration after putting your courses in the shopping cart. Things may have changed between these two dates, plus some issues are not visible until the courses are officially in the shopping cart.

- You can validate your schedule through the 5th day of class.

- There must be a validation appointment to validate. The appointment is assigned a day or two after the new schedule of classes is officially released.

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

Register for a Class using Schedule Planner

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

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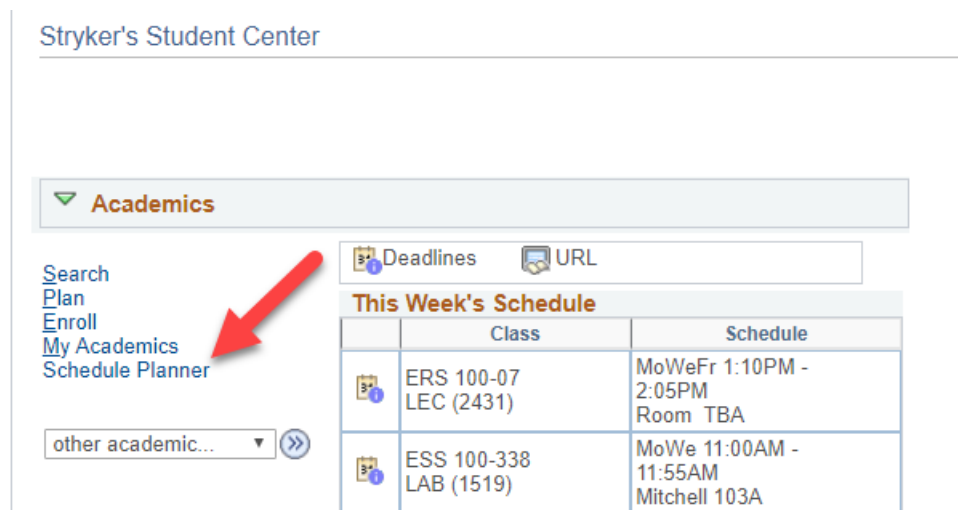
2. Select the term that you are registering for and click the red **Save and Continue** button.

3. Note the various filters at the top of the screen and make sure everything is correct before searching for classes. These filters affect which courses you will find when you use the **Add Course** button. For example, you can change the **Course Status** filter to limit your results to classes with open seats only.

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

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

Instructions:

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

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

Additional Resources: Registration Information

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

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

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

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

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

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

Shopping Cart for Fall 2024

You are viewing a potential schedule only. You will still need to register once your registration appointment starts. Be sure to validate both your potential schedule and your shopping cart to check for registration errors and confirm if you're able to register for your chosen courses. Some restrictions do not appear until the course is in your shopping cart.

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

    b. Review your results.

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

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

⚠ Validate Results

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

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

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

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

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

Shopping Cart for Fall 2024

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

Edit Shopping Cart for Fall 2024

Cancel   **Save**

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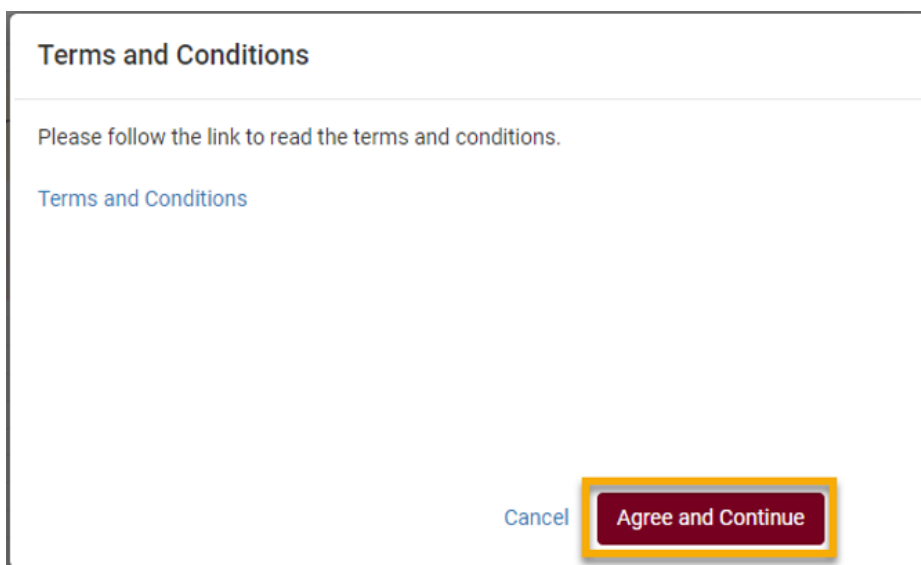
   d. To add another course, go back to the **Build Schedule** page, add another course to your list, and generate a new schedule.

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

| ⊘ Build Schedule | 🛒 Shopping Cart (5) | 🗓 Current Schedule (0) | | ⑦ Help | ➡ Sign out |
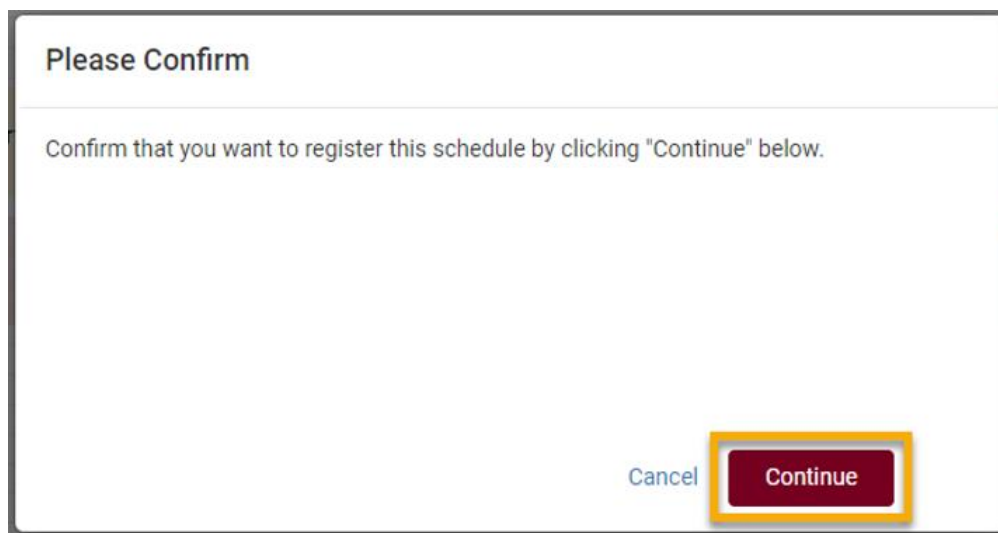
Shopping Cart for Fall 2024

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

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

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

12. Review your **Registration Results**.

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

   b. A red means you have not successfully registered in a course. Read the text to

understand why. If you are confused about the error you received, contact the Records and Registration Office for assistance.

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

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

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

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

My Current Schedule for Fall 2024

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

Enter Class #   Register
Add "," comma for multiple adds (e.g., 1234, 1200)

✉ Email   Swap   ✏ Drop Classes   🖨 Print

	Monday	Tuesday	Wednesday	Thursday	Friday
12pm		ART-102 Art Appreciation		ART-102 Art Appreciation	
1pm	GEO-110 World Cultural Regions		GEO-110 World Cultural Regions		GEO-110 World Cultural Regions
2:15	MTH-150 College Algebra	MTH-150 College Algebra	MTH-150 College Algebra	MTH-150 College Algebra	
6pm		MKT-309 Principles of Marketing			

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

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

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

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

       iii. Confirm

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

Please Note

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

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

Cancel   **Confirm**

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

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

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

i. Select a class already in your schedule.

ii. Search for the class you want to switch into using the **By Subject**, **Shopping Cart**, or **By Class #** options. If there are multiple options to choose from, select the one that will work in your schedule.

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

iv. Review messages. If it was successful, you will see a green checkmark. If was not

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successful, you will see a red ✖. Review the error before trying to swap again.

    v.   <u>More detailed directions on swapping can be found further on in this manual.</u>

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

Please note:

- After the fifth day for Fall & Spring semesters, you need instructor permission to add their class, even if it has a seat available. The last day to add with permission for a full semester class is the 10th day of classes.

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

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

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

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

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

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.
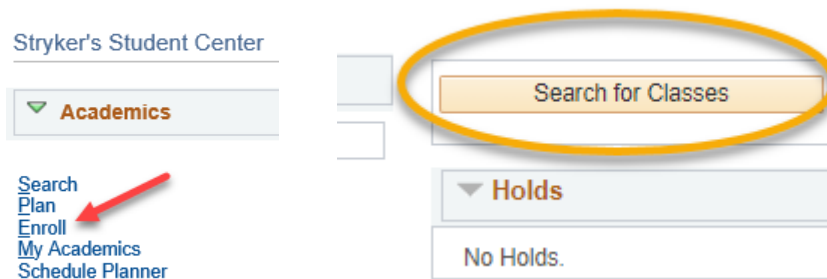
2. Make sure you are on the **Enroll** tab and the **Add** subtab.

3. Select the term that you are registering for and click **Continue**.
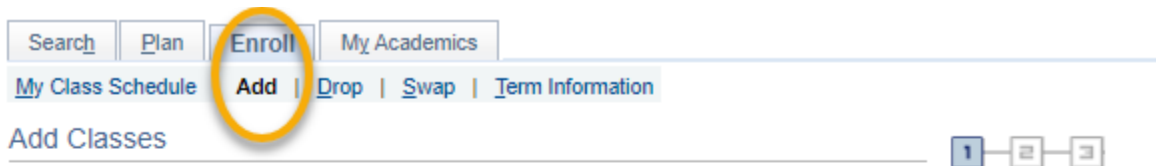
4. On the next screen, the **Shopping Cart** is the section next to the blue box in the middle. The classes you are already enrolled in is in the **Class Schedule** section below with a greer ✔ . If you have added but then dropped a course, it will show in this section with a blue ⊗ . If you have not 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.

   a. Start a search by clicking on the **Search** button to the left of your shopping cart.

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

6. Once you have all the courses you want in your shopping cart, review the list to make sure it is correct.

    a. Remove classes from your Shopping Cart that you no longer want by clicking on the garbage can icon. The system will attempt to register you for everything in your shopping cart. Courses you are not sure about can be added back later.

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

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 a time conflict error for the other one.

9. Confirm the list is correct and click the **Finish Enrolling** button. <u>This is not the final step!</u>

10. Next, read the **Terms and Conditions of Financial Responsibility** by clicking the **Terms and Conditions** link on the next screen. Another window will open up with the full agreement posted on the Cashier's website at www.uwlax.edu/cashiers/tuition-and-billing/terms--conditions/.

Financial Responsibility

Please follow the link to read the terms and conditions.

Terms and Conditions

Agreement Date   07/15/2024   ☑ Yes, I have read and agree to the Terms.

🏠 HOME > CASHIER'S OFFICE

Terms & conditions

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

Terms and Conditions of Financial Responsibility

University of Wisconsin-La Crosse Educational Services Credit Agreement

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

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

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

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

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

Financial Responsibility

Please follow the link to read the terms and conditions.

Terms and Conditions

Agreement Date   07/15/2024   ☑ Yes, I have read and agree to the Terms.

Continue. You will have to click "Finish Enrolling" again.

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

13. View your results.

   a. A green check mark ✔ in the status field indicates that you have successfully enrolled in a course.

   b. A red ✖ indicates that you **have not** successfully added a course. If you received an ✖, review the error text to understand why. If you need help understanding why you were unable to register for the class, contact the Records and Registration Office.

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

My Class Schedule | **Add** | Drop | Swap | Term Information

Add Classes   1—2—3

3. View results

View the following status report for enrollment confirmations and errors

Fall | Undergraduate | UW-La Crosse

✔ Success: enrolled		✖ Error: unable to add class

Class	Message	Status
STAT 145	Message: General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information. The Requirement Designation option was set to 'yes' by the enrollment process.	✔

My Class Schedule	Add Another Class

Fall | Undergraduate | UW-La Crosse

		Status
✔ Success: enrolled	✘ Error: unable to add class	
Class	**Message**	**Status**
ENG 200	Error: Class 1465 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.	✘

My Class Schedule   Add Another Class

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

My Class Schedule   Add Another Class

Please note:

- After the fifth day for Fall & Spring semesters, you need instructor permission to add their class, even if it has a seat available. The last day to add with permission for a full semester class is the 10th day of classes.

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

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

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

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

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

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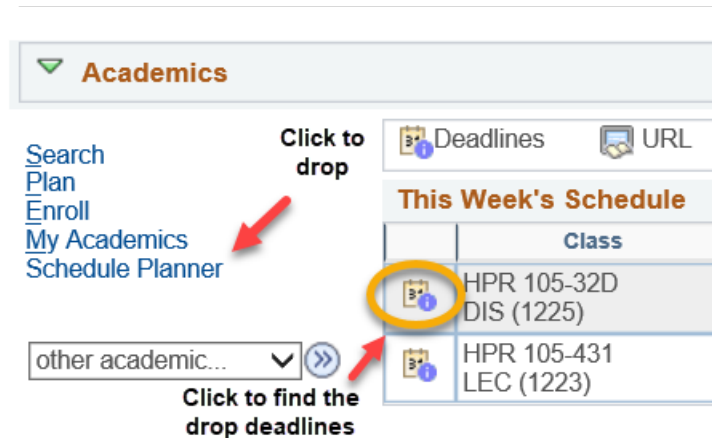
2. Go to the **Current Schedule** in the top tab in Schedule Planner and click on **Drop Classes.**

A. Check **Drop** next to the course and click **Save**.

Edit or Drop Classes for Fall 2024

Cancel | **Save**

Course	Section	Class Settings	Actions
ART-102	05		☐ Drop
GEO-110	03		☐ Drop
MKT-309	10		☑ Drop
MTH-150	15		☐ Drop

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

Please Note

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

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

Cancel | **Confirm**
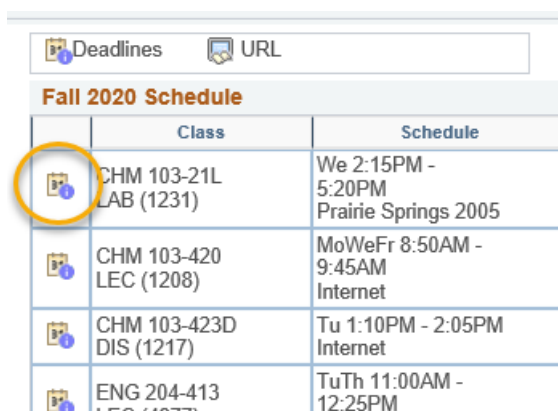
C. **Confirm**

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 classes for a Fall or Spring term after the term has started, this is considered withdrawing from the University. In that case, 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 complete the 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/

- 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. Check the Cashier's website for the dates.

- **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.

Drop a Class in WINGS

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**.

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

My Class Schedule | Add | **Drop** | Swap | Term Information

Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Please note:

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

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

Fall | Undergraduate | UW-La Crosse   Change Term

| | | | | Enrolled | Dropped | Wait Listed |

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
☐	ART 102-05 (4881)	Art Appreciation (Lecture)	TuTh 12:05PM - 1:00PM	Arts 116	D. Lombard	2.00	✔
☐	GEO 110-03 (2476)	World Cultural Regions (Lecture)	MoWeFr 12:05PM - 1:00PM	Cowley 215	D. Sambu	3.00	✔
☑	MKT 309-10 (1118)	Principles of Marketing (Lecture)	Tu 6:00PM - 8:45PM	Wimberly 326	N. Clift	3.00	✔
☐	MTH 150-15 (4199)	College Algebra (Lecture)	MoTuWeTh 2:15PM - 3:10PM	Centennial 3105	B. Townsend	4.00	✔

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.

Fall | Undergraduate | UW-La Crosse

| | | | | Enrolled | Dropped | Wait Listed |

Class	Description	Days/Times	Room	Instructor	Units	Status
MKT 309-10 (1118)	Principles of Marketing (Lecture)	Tu 6:00PM - 8:45PM	Wimberly 326	N. Clift	3.00	✔

Cancel   Previous   Finish Dropping

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

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, 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.

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.

  o 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.**

  o If you want to drop all classes for a Fall or Spring term after the term has started, this is considered withdrawing from the University. In that case, 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 complete the 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/

Fall 2020 Schedule

	Class	Schedule
	CHM 103-21L LAB (1231)	We 2:15PM - 5:20PM Prairie Springs 2005
	CHM 103-420 LEC (1208)	MoWeFr 8:50AM - 9:45AM Internet
	CHM 103-423D DIS (1217)	Tu 1:10PM - 2:05PM Internet
	ENG 204-413 LEC (4877)	TuTh 11:00AM - 12:25PM

- 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. Check the Cashier's website for the dates.

- **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.

Swap a Class using Schedule Planner*

*See also **Swapping onto a Waitlist in Schedule Planner**.*

1. Click the **Schedule Planner** link under the Academic section of your WINGS 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. In **Schedule Planner**, select the correct term for the current schedule and click **Save and Continue.**

3. Register into your 2nd choice class, if you haven't already, following the **Register for a Class in Schedule Planner** directions.

Tip: How to figure out if class has a waitlist on the Build Schedule page
Go to Add Course section and search for course. If you know all sections are full, you will need to first change the Course Status filter to Open & Full to find the course in the search.

- In your Course list, click on Sections.
- There will be a column called **Waitlist Seats Open** indicating the number of waitlisted seats available. If the course has no waitlist seats left **or** doesn't have a waitlist at all, it will show as 0.
- Click on the blue circle with an 'i' (Section Details) next to the subject to see more information on that section. If there is a waitlist with students on it, there will be a **Waitlist Enrollment** line. You can also see the **Waitlist Seats Open** number in the Section Details.
- If there is no Waitlist Enrollment in the details and the Waitlist Seats Open column is at 0, the section does not have a waitlist.

4. Go to **Current Schedule** at the top.

5. Click on the **SWAP** button on the **Current Schedule** page. This will take you to the Swap page.

6. From the drop down, select the class to be dropped from your current schedule.

7. Search for the class to be added using class number, what's in your shopping cart, or by subject.

8. Review your results. Click on the Section Details blue circle to view if section has a waitlist. **Waitlist Enrollment** appears if there are students on the waitlist. **Waitlist Seats Open** appears if there are open waitlist seats. If there is no Waitlist Enrollment and no Waitlist Seats Open, the section does not have a waitlist.

9. Select the section you want to add and click the dark **Swap** button. If the Swap button is still light or greyed out, check that you've selected a course in the "select a class from current schedule to swap" question above.

10. Click **Swap** to confirm your swap or click **Cancel** to start over.

11. Review messages:
    a. If you are successful in swapping a course, you will see this notification. Click **OK**.

Swap Results

✓ You have successfully swapped the following courses.

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

OK

Status	Class #		Credits	Instructio Mode
Enrolled	4881		2	In Perso
Enrolled	2197		3	In Perso
Enrolled	1065		3	In Perso
Enrolled	4199		4	In Perso
Wait Listed	1345		4	In Perso
			16	

Monday ... Friday

    b. If there is an issue, an error message will pop up to explain why the swap cannot occur. You may redo your swap set up and try again.

Swap Results

There were some errors and the following changes could not be saved.

HIS-110, 32, Andrew Howard
- You cannot add this class due to a time conflict with class 2197. Select another class or use the SWAP feature to exchange the two classes.

OK

Class #		Credits
4881		2
2197		3
1065		3
4199		4
1345		4
		16

nday ... Fri
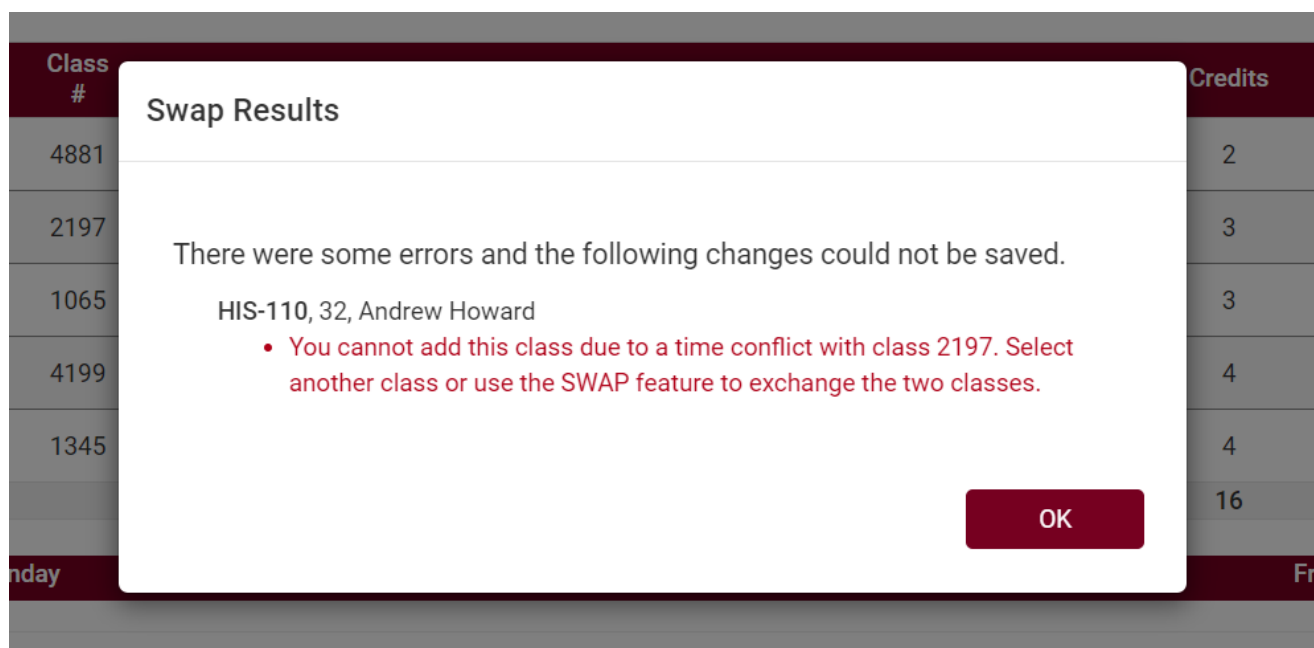
    c. If there are no open seats in a class and the waitlist wasn't selected, you will get a message that the course is full.

Swap Results

There were some errors and the following changes could not be saved.

HIS-110, 29, Andrew Howard
- Class 4688 is full. If a wait list is available, select Edit Cart, select the Wait List checkbox, save and resubmit your request.

OK
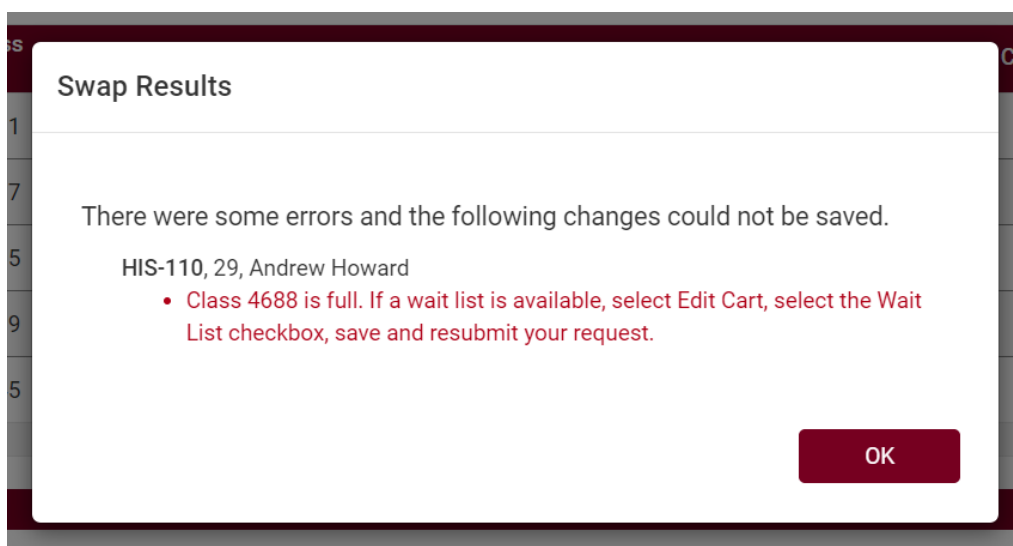
    i.   If the course does not have a waitlist, you will need to find a different section. Or you check with the instructor to see if they are allowing any overrides.

   ii.   If the course has a waitlist, you can try the swap using these methods:
1. If the course is in your shopping cart, go to the **shopping cart**, select Edit Cart, and click **Waitlist?.** Then try swapping again.
2. If the course was not in your shopping cart, try the swap again and be sure to select the box next to Waitlist? on the next page that comes up after clicking Swap.

  iii. See **Swapping onto a Waitlist in Schedule Planner** directions for more info.

Important: you can't swap courses after the tenth day of the semester on a full semester course. After that time, you will need instructor or advisor permission to drop the old course and instructor permission to add the new.

If you have any questions about the waitlist or swapping, contact your advisor or the Records and Registration Office at records@uwlax.edu or 117 Graff Main Hall.

Swap a Class in WINGS*

*See also **Swapping onto a Waitlist in WINGS**.*

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

2. Select the 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.

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

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.

Swap a Class   1—2—3

1. Select a class to swap - Enrollment Preferences

Fall 2024 | Undergraduate | UW-La Crosse
GEO 110 - World Cultural Regions

Class Preferences

GEO 110-01   Lecture   ● Open

     Session Regular Academic Session
     Career Undergraduate

Enrollment Information

- GE04 List 2: Global & Multicultural Studies

Wait List ☐ Wait list if class is full
Grading Graded
Units 3.00
Requirement Designation GE04-2: Global/Multicultural Studies

        Cancel   Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 8:50AM - 9:45AM	Cowley 215	John Kelly	09/03/2024 - 12/11/2024

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.

1. Select a class to swap - Enrollment Preferences

Fall 2024 | Undergraduate | UW-La Crosse
GEO 110 - World Cultural Regions

Class Preferences

GEO 110-411   Lecture   ☐ Closed

     Session Regular Academic Session
     Career Undergraduate

Enrollment Information

- GE04 List 2: Global & Multicultural Studies

Grading Graded
Units 3.00
Requirement Designation GE04-2: Global/Multicultural Studies

        Cancel   Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
411	Lecture	TBA	Internet	Shrobona Karkun Sen	09/03/2024 - 12/11/2024

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

1. Select a class to swap - Enrollment Preferences

Fall 2024 | Undergraduate | UW-La Crosse
GEO 110 - World Cultural Regions

Class Preferences

GEO 110-01   Lecture   ⚠ Wait List   Wait List ☑ Wait list if class is full
                                                                 Grading Graded
        Session Regular Academic Session   Units 3.00
        Career   Undergraduate
Enrollment Information   Requirement Designation GE04-2: Global/Multicultural Studies
        • GE04 List 2: Global & Multicultural Studies

                                                        Cancel   Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 8:50AM - 9:45AM	Cowley 215	John Kelly	09/03/2024 - 12/11/2024

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.

Fall 2024 | Undergraduate | UW-La Crosse

You are replacing this class

✔Enrolled   ⊗Dropped   ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
GEO 110-03 (2476)	World Cultural Regions (Lecture)	MoWeFr 12:05PM - 1:00PM	Cowley 215	D. Sambu	3.00	✔

With this class

●Open   ☐Closed   ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
GEO 110-01 (2196)	World Cultural Regions (Lecture)	MoWeFr 8:50AM - 9:45AM	Cowley 215	J. Kelly	3.00	●

                                                Cancel   Finish Swapping

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.

3. View results

View the results of your swap request. If a red error is given, select Swap link at the top to return to step 1 and change your swap choices.

Fall 2024 | Undergraduate | UW-La Crosse

	Success: Classes were swapped		Error: Unable to swap class	

Class	Message	Status
Swap GEO 110 with GEO 110	Error: Class 2450 is full. If a wait list is available, select the Swap link at the top to return to step 1. Set up your swap again, and on the Enrollment Preference step, select the "wait list if class is full" option and resubmit your request.	✖

My Class Schedule

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 waitlist 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:

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

- If there are issues with your potential schedule (time conflicts, too many credits, etc), it will still allow you to add yourself to the waitlist 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 waitlist.

- After the 5th day of the semester, you will need instructor or advisor permission to drop the old course and instructor permission to add the new before you can swap.

- You will not be allowed to swap onto a waitlist if the section does not have a waitlist. Whether there's a waitlist will be marked in the notes.

- If you have questions about or need assistance swapping, contact the Records and Registration Office at records@uwlax.edu or 117 Graff Main Hall.

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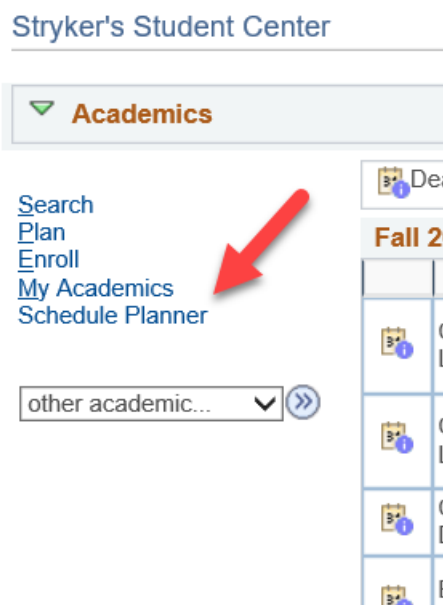
2. Select your term. **Save and Continue.**

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 will be the full weekly schedule in a calendar view.
   a. Classes that are entirely online without a meeting pattern (online asynchronous) will not be in the calendar view, just in the list.
   b. Waitlisted classes (see RGS 307 in the example) are not marked as waitlists in the calendar section, but are listed as waitlisted in the top list.
   c. To drop a class from your current schedule, click on the **Drop Classes** button. Drop dates will apply.

My Current Schedule for Fall 2024

✉ Email | Swap | ✏ Drop Classes | 🖨 Print

[Enter Class #] Register

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

		Status	Class #	Subject	Course	Section	Day(s) & Location(s)	Dates	Credits	Instruction Mode
🟩	❶	Enrolled	4881	ART	102	05	TTh 12:05pm - 1:00pm - Arts 116 116	09/03/2024 - 12/10/2024	2	In Person
🟦	❶	Enrolled	2197	GEO	110	02	MWF 1:10pm - 2:05pm - Cowley 215 215	09/04/2024 - 12/11/2024	3	In Person
🟥	❶	Enrolled	1065	MKT	309	02	MWF 9:55am - 10:50am - Wimberly 212 212	09/04/2024 - 12/11/2024	3	In Person
🟧	❶	Enrolled	4199	MTH	150	15	MTWTh 2:15pm - 3:10pm - Centennial 3105 3105	09/03/2024 - 12/11/2024	4	In Person
🟥	❶	Wait Listed	4859	RGS	307	01	MWF 11:00am - 11:55am - Wimberly 207 207	09/04/2024 - 12/11/2024	3	In Person
									15	

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am	MKT-309 Principles of Marketing		MKT-309 Principles of Marketing		MKT-309 Principles of Marketing
10:15					
10:30					
10:45					
11am	RGS-307 ERG Stereotypes in the Media		RGS-307 ERG Stereotypes in the Media		RGS-307 ERG Stereotypes in the Media
11:15					
11:30					
11:45					
12pm		ART-102 Art Appreciation		ART-102 Art Appreciation	
12:15					
12:30					
12:45					
1pm					
1:15	GEO-110 World Cultural Regions		GEO-110 World Cultural Regions		GEO-110 World Cultural Regions
1:30					
1:45					
2pm					
2:15	MTH-150 College Algebra	MTH-150 College Algebra	MTH-150 College Algebra	MTH-150 College Algebra	
2:30					
2:45					
3pm					
3:15					
3:30					
3:45					
4pm					
4:15					
4:30					
4:45					
5pm					

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IN WINGS STUDENT CENTER

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

2. If asked, choose the correct term.

3. 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.

4. 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.

Example schedule:

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.

Final Exam Schedules

Your individual Final Exam Schedule will be available to view in your WINGS Student Center mid-way through the semester. You can figure out your schedule early 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/.

1. Log into WINGS and open the drop-down menu in the Academics section. Select **Exam Schedule** and click on the arrow button.
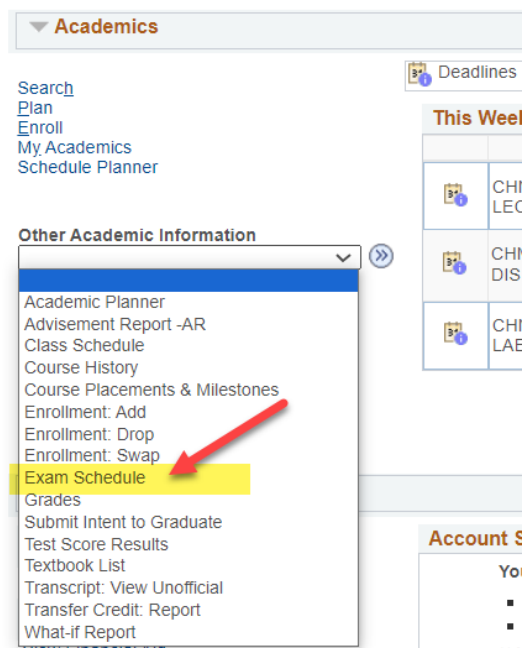
Tip: There is also a link to your final exam schedule from your normal Weekly Schedule page. Your normal class schedule and final exam schedule have to be viewed in separate calendars.

2. If the schedule has not been entered yet, the message will say this:

Stryker Eagle

Go To [_____] ▾ ⟫

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

My Class Schedule | Add | Drop | Swap | **Term Information**

My Exam Schedule

Select Display Option ● List View ○ Weekly Calendar View

For classes not listed, dates and times of exams will be provided by the instructor.

2024 Fall | UW-La Crosse   [Change Term]

An exam schedule is not available for this term.

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

Stryker Eagle

[go to ...] ▾ ⟫

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

My Class Schedule | Add | Drop | Swap | **Term Information**

My Exam Schedule

Select Display Option ● List View ○ Weekly Calendar View

Default text

2020 Fall | UW-La Crosse

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

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

Select Display Option   ○ List View   ● Weekly Calendar View
Default text

| << Previous Week | **Week of 12/14/2020 - 12/20/2020** | Next Week >> |

Show Week of 12/18/2020 📅   **Start Time** 7:00AM   **End Time** 9:00PM   Refresh Calendar

Schedule

Time	Monday Dec 14	Tuesday Dec 15	Wednesday Dec 16	Thursday Dec 17	Friday Dec 18	Saturday Dec 19	Sunday Dec 20
7:45AM					STAT 145 - 11 Lecture (Final Exam) 7:45AM - 9:45AM Centennial Hall 1303		
8:50AM							
9:25AM							
11:00AM							
12:05PM							
1:10PM							
2:15PM							
3:20PM							
4:25PM							
5:00PM							

| << Previous Week | **Week of 12/21/2020 - 12/27/2020** | Next Week >> |

Show Week of 12/25/2020 📅   **Start Time** 7:00AM   **End Time** 9:00PM   Refresh Calendar

Schedule

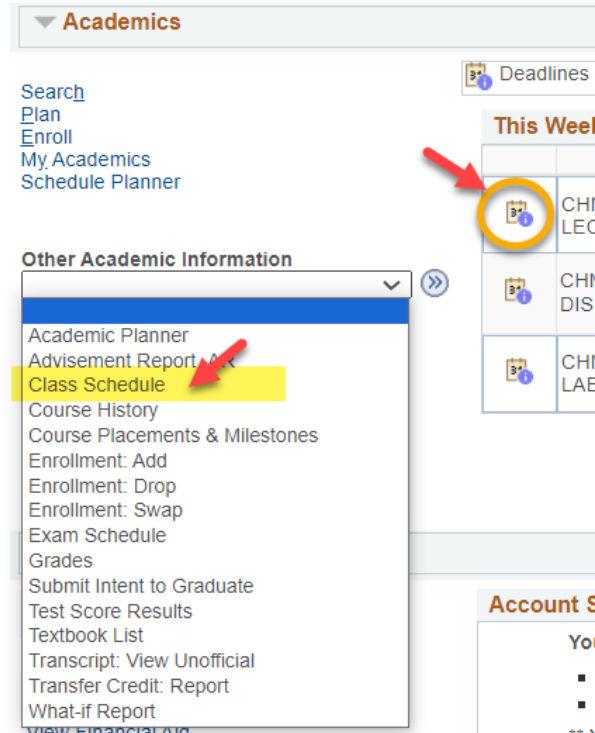| Time	Monday Dec 21	Tuesday Dec 22	Wednesday Dec 23	Thursday Dec 24	Friday Dec 25	Saturday Dec 26	Sunday Dec 27
7:45AM		ENG 204 - 413 Lecture (Final Exam) 7:45AM - 9:45AM Internet INTERNET					
8:50AM							
9:25AM		CHM 103 - 420 Lecture (Final Exam) 10:00AM - 12:00PM Cowley Hall 156					
11:00AM							
12:05PM							
1:10PM							
2:15PM	THA 110 - 03 Lecture (Final Exam) 2:30PM - 4:30PM Graff Main Hall 247						
3:20PM							
4:25PM							
5:00PM							
6:00PM							

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View the Academic Deadlines for Your Courses

The regular academic deadlines for a semester 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.

Deadlines are prorated for shorter classes, meaning they will also be shorter. Therefore, if you know your class is not the normal semester length, use this method for finding the exact drop dates.

Please note that tuition refund dates are not always the same as the academic deadline to drop a course. Check with Cashiers Office to find those 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 below screenshot.

Academic Calendar Deadlines

		Fall 2024
Undergraduate		Regular Academic Session

ENG	110	Section 22	College Writing II
	Class Start Date 09/03/2024	End Date 12/11/2024	

Drop Calendar

Last day to drop without a W grade

Drop - Retain Record	09/16/2024	A class dropped on or before this date will not appear on your transcript.
Drop with Penalty	11/04/2024	A class dropped on or before this date will appear on your transcript with a grade of "W."

Last day to drop with a W

Cancel & Withdrawal Calendar

Day before class starts and last day to drop all courses without assistance.

Cancel	09/02/2024	If you withdraw from your courses on or before this date, they will not appear on your transcript.
Withdraw without Penalty	09/16/2024	The last day to drop this course without it appearing on your transcript (no "W" grade), and the end of the Change of Schedule period for this course. The official date of withdrawal from all classes will be recorded on your transcript if you withdraw from the University after the term starts. 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, but still intend to take a fall or spring class, contact the Office of Records and Registration, 117 Graff Main Hall. More information on withdrawing from a course can be found here: https://www.uwlax.edu/records/academic-policies/withdraw-from-a-course/.

Last day to drop without a W grade (same as Drop-Retain Record)

Who to contact for help

Withdraw with Penalty	11/04/2024	The last day to drop this course with a "W" grade. Your instructor or advisor's permission to withdraw is required after the Change of Schedule period. The official date of withdrawal from all classes will be recorded on your transcript if you withdraw from the University after the term starts. 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, but still intend to take a fall or spring course, contact the Office of Records and Registration, 117 Graff Main Hall. More information on withdrawing from a course can be found here: https://www.uwlax.edu/records/academic-policies/withdraw-from-a-course/.

Last day to drop with a W (same date as Drop with Penalty)

Withdraw with Greater Penalty	11/15/2024	Last day to withdraw from the University. A grade of "WP" or "WF" will appear if the withdrawal falls after the last day to drop with a "W" grade. A grade of "WF" is a failing grade and is calculated as an "F" in the GPA. The official withdrawal date will be recorded on your transcript. Withdrawal from the university is not allowed after the three-quarter point of the term, except for documented medical reasons or active duty military orders. 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, but still intend to take a Fall or Spring class, contact the Office of Records and Registration, 117 Graff Main Hall. More information on withdrawing from a course can be found here: https://www.uwlax.edu/records/academic-policies/withdraw-from-a-course/.

Last day to withdraw from UWL a without medical reason.

(Note: Academic Calendar dates are subject to change)

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Waitlists

Add to a Waitlist in Schedule Planner
- Without a Swap -

1. Open Schedule Planner and set your **Course Status** filter to **Open and Full** to get all courses. Schedule Planner does not show closed classes in the search results when the filter is set to Open Classes only.

2. Find the class you want following the **Search for Classes in Schedule Planner** directions and add to your Course lists on Build Schedule page.

Tip: How to figure out if class has a waitlist on the Build Schedule page
- Go to Add Course section and search for course.
  - If you know all sections are full, you will need to change the Course Status filter to Open & Full to find the course in the search.
- In your Course list, click on Sections.
- There will be a column called **Waitlist Seats Open** indicating the number of waitlisted seats available. If the course has no waitlist seats left **or** doesn't have a waitlist at all, it will show as 0.
- Click on the blue circle with an 'i' (Section Details) next to the subject to see more information on that section. If there is a waitlist with students on it, there will be a **Waitlist Enrollment** line. You can also see the **Waitlist Seats Open** number in the Section Details.
- If there is no Waitlist Enrollment in the details and the Waitlist Seats Open column is at 0, the section does not have a waitlist.

	Subject	Course	Title	Instructor	Class #	Section	Seats Open	Waitlist Seats Open	Credits	Instruction Mode	Day(s) & Location(s)	Dates
☑ ⓘ	ACC	222	Accounting Principles II	Noel Wilbur	1008	01	0	15	3	In Person	MWF 11:00am - 11:55am - Wimberly 228	09/04/2024 - 12/11/2024

Title: Accounting Principles II
Instructor: Noel Wilbur
Class #: 1008
Section: 01
Waitlist Enrollment: 15
Waitlist Seats Open: 15
Credits: 3
Instruction Mode: In Person
Session: Regular Academic Session
Component: LEC
Description: Emphasis is on reporting to internal constituencies: managers in all functional areas of the firm. An introduction to accounting principles used to prepare internal financial reports used for management decision-making. Topics include cost determination and flow, cost-volume-profit analysis, absorption and variable costing, capital budgeting, and cash flow analysis.
Textbook: View Books to Buy

Notes: This class has additional materials that are purchased from the University Bookstore. Please review the book list for details.

This class has additional fees for digital course materials that are included in a course fee on your student bill noted as Digital Course Material. Please review the book list for details.
Day(s) & Location(s):
    MWF 11:00am - 11:55am - Wimberly 228
    Dates: 09/04/2024 - 12/11/2024

Consent: No Special Consent Required
Drop Consent: No Special Consent Required
Prerequisite Enrollment Requirement: Prerequisite: ACC 221 completed with a grade of "C" or better.

3. Click Generate Schedules and review until you find the right one. Click View.

4. Once you have selected the potential schedule, click **Send to Shopping Cart**.

5. As you add to the shopping cart, **each section with an available waitlisted seat** will show up with a "Waitlist?" option. Checkmark the **Waitlist?** box and click **Finish**.

*Tip: Use the SWAP feature in your WINGS Student Center to get on a waitlist if you want the system to drop you from a different class if a seat opens up in this one. See **Swapping onto a Waitlist in Schedule Planner.***

6. Click **Register** and proceed through the registration steps.

⏱ Build Schedule	🛒 Shopping Cart (1)	📅 Current Schedule (5)		⑦ Help	⮕ Sign out

Shopping Cart for Fall 2024   ✉ Email   ✔ Validate   ✏ Edit Cart   🖶 Print   **Register**

You are viewing a potential schedule only. You will still need to register once your registration appointment starts. Be sure to validate both your potential schedule and your shopping cart to check for registration errors and confirm if you're able to register for your chosen courses. Some restrictions do not appear until the course is in your shopping cart.

	Status	Class #	Subject	Course	Section	Seats Open	Waitlist Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
🟩 ℹ	Not Enrolled	1456	RGS	100	02	0	5	MWF 8:50am - 9:45am - Centennial 1401 1401	09/04/2024 - 12/11/2024	3	In Person
										3	

7. Review your results.

    a. <u>If successful</u>, you will receive a message with a position number (#1 being highest).

> ### Registration Results
>
> ⚠ You are **not** registered for the following courses.
>
> **RGS-100**, 02, Richard Breaux
> - Waitlist: You have been placed on the waitlist. Class 1456 is full. You have been placed on the wait list in position number 1.
>
> **OK**

    b. <u>If you forgot to check the waitlist box</u>, you may receive this message. Return to your Shopping Cart and select **Edit Cart** to see if there is a waitlist. See step 5 above.

> **ART-162**, 02, Joshua Doster
> - Class 3634 is full. If a wait list is available, select Edit Cart, select the Wait List checkbox, save and resubmit your request.

c. A waitlist may not have been available when you first added the class to your shopping cart. If you are registering and are not able to get in because it is closed, return to your **Shopping Cart** and click **Edit Cart** to see if the section has waitlist as an option. <u>**If the section has a waitlist with seats available**</u>, the **Waitlist?** box will appear for you to check. Click that box and then **Save**. Then click the **Register** button again.

Edit Shopping Cart for Fall 2024   Cancel   Save

Course	Section	Class Settings	Actions
ACC-222	08	☑ Wait List?	☐ Remove from Cart
GEO-110	02		☐ Remove from Cart

8. The waitlisted class will display in your class schedule, under the **Current Schedule** tab, with a status of **Waitlisted**.

My Current Schedule for Fall 2024   ✉ Email   Swap   ✏ Drop Classes   🖨 Print

Enter Class #   Register

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

		Status	Class #	Subject	Course	Section	Day(s) & Location(s)	Dates	Credits	Instruction Mode
▢	ℹ	Enrolled	4199	MTH	150	15	MTWTh 2:15pm - 3:10pm - Centennial 3105 3105	09/03/2024 - 12/11/2024	4	In Person
▢	ℹ	Wait Listed	1456	RGS	100	02	MWF 8:50am - 9:45am - Centennial 1401 1401	09/04/2024 - 12/11/2024	3	In Person
▢	ℹ	Wait Listed	1345	SPA	202	01	MTWTh 11:00am - 11:55am - Centennial 1403 1403	09/03/2024 - 12/11/2024	4	In Person
									11	

See the **Swapping onto a Waitlist in Schedule Planner** section for directions on how to swap with a waitlist. See the **Waitlist FAQs** for more information about how waitlists work.

Swapping onto a Waitlist in Schedule Planner

There is a waitlist for the class you prefer, and you don't want to drop your 2nd choice unless you get into your 1st choice. What do you do?

Enroll using Swap - this puts you on the waitlist of your 1st choice and marks which class to drop if you get into the 1st choice. If a seat becomes available and you are at the top of the waitlist with no conflicts or errors, WINGS will drop your backup class at the same time it enrolls you into your 1st choice. If you never get enrolled into your 1st choice, you remain enrolled in your 2nd choice.

1. Click the **Schedule Planner** link under the Academic section of your WINGS 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. In **Schedule Planner**, select the correct term for the current schedule and click **Save and Continue.**

3. Register into your 2nd choice class, if you haven't already, following the **Register for a Class in Schedule Planner** directions.

Tip: How to figure out if class has a waitlist on the Build Schedule page
- Go to Add Course section and search for course.
  - If you know all sections are full, you will need to change the Course Status filter to Open & Full to find the course in the search.
- In your Course list, click on Sections.
- There will be a column called **Waitlist Seats Open** indicating the number of waitlisted seats available. If the course has no waitlist seats left **or** doesn't have a waitlist at all, it will show as 0.
- Click on the blue circle with an 'i' (Section Details) next to the subject to see more information on that section. If there is a waitlist with students on it, there will be a **Waitlist Enrollment** line. You can also see the **Waitlist Seats Open** number in the Section Details.
- If there is no Waitlist Enrollment in the details and the Waitlist Seats Open column is at 0, the section does not have a waitlist.

4. Go to **Current Schedule** at the top.

5. Click on the **SWAP** button on the **Current Schedule** page. This will take you to the Swap page.

6. From the drop down, select the class that should drop from your schedule if you get into the other class.

7. Search for the class with the waitlist by class number, shopping cart, or subject.

8. Review your results. Click on the Section Details blue circle to view if section has a waitlist. **Waitlist Enrollment** appears if there are students on the waitlist. **Waitlist Seats Open** appears if there are open waitlist seats. If there is no Waitlist Enrollment and no Waitlist Seats Open, the section does not have a waitlist.

9. Select the class section you want to swap and click **Swap**.

10. When there are waitlist seats available, the next screen will show the section details and a "Waitlist?" box. Check the "Waitlist?" box and click **Finish**.

11. A Please Confirm pop up will come up. Click Swap.

12. A red Swap Results message will appear saying you have been placed on the waitlist for this class and the swap is pending.
    a. Ignore the part that says there were some errors and the following changes could not be saved. **If you are given a waitlist number, your waitlist swap set up worked.**
    b. Note your waitlist number.

Remember, the system allows you onto the waitlist as long as there is a seat and you meet prerequisites. However, if a seat opens up, the system **will not register you if you have a time conflict or it will put you over 18 credits.** Always check your schedule before adding yourself to a waitlist.

Waitlists end at the start of the term. You can still swap without using waitlist through the 10th day of classes for a full semester course.

If you have any questions about the waitlist or swapping, contact your advisor or the Records and Registration Office at records@uwlax.edu or 117 Graff Main Hall.

Add to a Waitlist in WINGS Student Center
- *Without a swap* -

To register onto a waitlist through WINGS:

1. Find the class you want following the Search for Classes in WINGS directions. If the class is closed **and** has a waitlist, the status of the class will have the yellow triangle waitlist indicator.
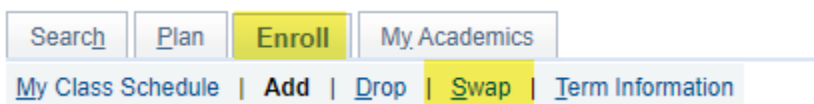

You can determine the waitlist capacity by clicking on the class link in the Class Search.

Tip: Go to the **Swap** page under the Enroll tab in your WINGS Student Center to set up the waitlist for your first choice to drop you from your backup class if a seat opens up. See later directions for how to swap onto a waitlist.

2. When no swap set up is needed, click **Select**.

3. On the **Select classes to add** screen, check the box for **Waitlist if class is full** and click **Next**.

4. Proceed through the rest of the enrollment steps.
   a. Click Proceed to Step 2 of 3.
   b. Click Finish Enrolling.

5. View Results
   a. You must meet all class prerequisites to get on the waitlist. If the waitlist 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 waitlist.
   b. If successfully put on the waitlist, you will get a green check mark and a position number (#1 for the first person, # 2 for the second, etc...).

The waitlisted class will be displayed in the Weekly 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**.

Important: you can't swap courses after the tenth day of the semester on a full semester course. After that time, you will need instructor or advisor permission to drop the old course and instructor permission to add the new.

See the **Swapping onto a Waitlist in Schedule Planner** section for directions on how to swap with a waitlist. See the **Waitlist FAQs** for more information about how waitlists work.

Swapping onto a Waitlist in WINGS

There is a waitlist for the class you prefer, and you don't want to drop your 2nd choice unless you get into your 1st choice. What do you do?

Enroll using Swap - this puts you on the waitlist of your 1st choice and marks which class to drop if you get into the 1st choice. If a seat becomes available and you are at the top of the waitlist with no conflicts or errors, WINGS will drop your backup class at the same time it enrolls you into your 1st choice. If you never get enrolled into your 1st choice, you remain enrolled in your 2nd choice.

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.
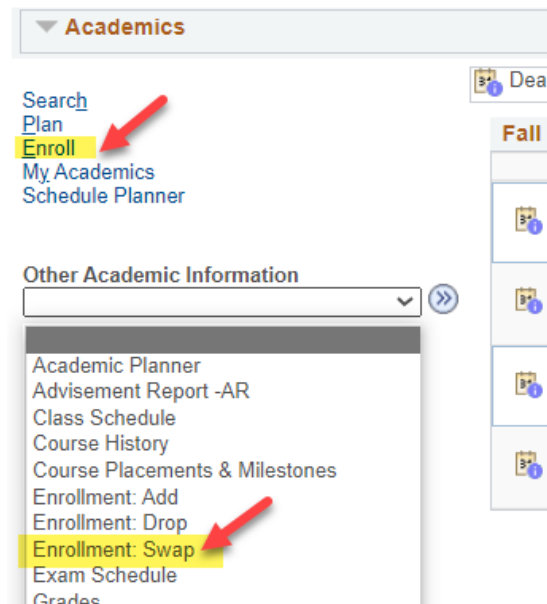
3. Choose the class to drop from the **Swap This Class** drop down. This is the class to be dropped.

4. Find your first choice using the Class Search, select it from your shopping cart, or enter the 4-digit Class Nbr in the **With This Class** section. This is your preferred class with the waitlist. If entering the Class Nbr, click **Enter** when done.

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

6. Click the box **Waitlist if class is full.** Then click **Next**.

7. 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.

Fall 2024 | Undergraduate | UW-La Crosse

▼ **You are replacing this class**

| | ✔Enrolled | ⊗Dropped | ⚠ Wait Listed |

Class	Description	Days/Times	Room	Instructor	Units	Status
GEO 110-02 (2197)	World Cultural Regions (Lecture)	MoWeFr 1:10PM - 2:05PM	Cowley 215	J. Kelly	3.00	✔

▼ **With this class**

| | ● Open | ☐ Closed | ⚠ Wait List |

Class	Description	Days/Times	Room	Instructor	Units	Status
GEO 110-03 (2476)	World Cultural Regions (Lecture)	MoWeFr 12:05PM - 1:00PM	Cowley 215	D. Sambu	3.00	⚠

Cancel   Finish Swapping

8. You will receive a message indicating your spot on the waitlist. If you get to position #1 and a seat becomes available, your backup class will be dropped and your waitlisted 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. If a red error is given, select Swap link at the top to return to step 1 and change your swap choices.

Fall 2024 | Undergraduate | UW-La Crosse

| | ✔ Success: Classes were swapped | ✖ Error: Unable to swap class |

Class	Message	Status
Swap GEO 110 with GEO 110	**Message:** General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information. The Requirement Designation option was set to 'yes' by the enrollment process.	✔
	Message: Class 2476 is full. You have been placed on the wait list in position number 1.	✔

My Class Schedule

Remember, the system allows you onto the waitlist as long as there is a seat and you meet prerequisites. However, if a seat opens up, the system **will not register you if you have a time**

conflict or it will put you over 18 credits. Always check your schedule before adding yourself to a waitlist.

Waitlists end at the start of the term. You can still swap without using a waitlist through the 10th day of classes for a full semester course.

Contact the Records and Registration Office with questions or if you got an email about an error that you do not understand. See the **Waitlist FAQs** for more information about how waitlists work.

Waitlists: Frequently Asked Questions

1. **How does the waitlist work?**

   A: 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 for the auto enrollment to be successful.

   You will be notified if you are enrolled in the class. You will also be notified the first time the system tries to put you in but fails. If the system is not able to enroll you, it moves on to the second person on the list. Please keep an eye on your campus email for the notifications and check your schedule as well, in case the email goes astray.

   Please note that waitlists end the morning of the first day of the term. After that, you can register directly into the class if there is a seat open or ask for an override from an instructor if the class is closed. Overrides are not guaranteed as space is limited.

2. **When does the waitlist process enroll students?**

   A: The automated waitlist process runs three times a day at 9am, 1pm, and 5pm every day up to the day before classes start.

3. **Am I guaranteed a seat in a class if I get on the waitlist?**

   A: No, getting on a waitlist 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.

4. **How do I register onto the waitlist 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 are of your WINGS Student Center. See above directions on how to do that.

5. **I'm on the waitlist but I didn't use the swap feature to get on. I recently received an error notification saying I couldn't be registered. What do I do?**

   A: Take a look at what error you received. 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 waitlist to work. If you want to set up the waitlist with a swap at this point, you will need to drop off the waitlist and then re-register using the swap. This will put you at the end of the waitlist. Another option is to drop your 2nd choice class since you now know you are first on the waitlist and hope that another seat opens up.

6. **I'm on the waitlist 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 waitlist even if you have a time conflict or are in another section of the class. Therefore, the top four causes of being passed over even if you are #1 on the waitlist:

a. Time conflict with another class. You may have forgotten to use the swap feature to enroll onto the waitlist.
b. Adding the class would put you over 18 credits.
c. You are already enrolled in another section of the class.
d. You may have dropped or failed a required prerequisite after getting on the waitlist. 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 waitlist, you will need to drop off the waitlist first in order to correct the set up. This means you will go to the end of the waitlist when you re-register.

7. **How many waitlists can I be on?**

A: The maximum number of credits a student can be waitlisted for is 12. The limit is the same for both undergraduate and graduates. You can be on the waitlist for multiple sections of the same class.

If you get into a section of a class and no longer need the other sections, please drop yourself off the other sections if you are waitlisted on.

8. **How do I register if I'm on a waitlist but got an override from the instructor? Do I need to drop off the waitlist first?**

A: Drop yourself off the waitlist first then register for the class like normal. You will still see the yellow triangle.

DO NOT CHECK the **Waitlist OK** 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

9. **While swapping, I think I was dropped from my backup class. What happened?**

   A. Did you set up a swap to drop you from your backup class if you are enrolled off the waitlist for your first choice? And then later did you try to swap sections of the waitlist for your first choice? In those situations, WINGS sees the secondary swap as an enrollment and drops you from your registered class, the one you selected as "drop this class if enrolled."

   The solution is that you should set up a completely separate swap for the second section of the waitlist and enter your registered class as the class to "drop this class if enrolled" in that swap. You can then go back and drop yourself off the waitlist of the section you no longer want.

   You can be on the waitlist for more than one sections of the same class as long as they are lecture classes without labs or lecture/lab classes where any lab can go with any discussion.

10. **I see a seat has been open for awhile in a class that has a waitlist. No one seems to be getting in. How do I get into the class?**

    A: Enroll onto the waitlist. If the other students on the waitlist are not getting in, it is possible they have conflict or other issue that makes them ineligible. You may end up being the first eligible person on the waitlist and so then get the seat. But you must be on the waitlist to get enrolled if there are already other students on the waitlist.

11. **Can I be on the waitlist for more than one section of the same course?**

    A. In some situations. You can be on the waitlist in multiple sections of the same course if each section is a separate class, meaning the course is entirely a lecture or entirely a lab. You can also be on the waitlist for more than one section if the course is a lecture/lab combination where any lecture section can go with any lab section, although you may have to enroll on the waitlist in separate transactions.

    However, if the course is a lecture/lab, lecture/discussion, or lecture/lab/discussion where the specific labs/discussions are tied to specific lectures, **you can only be on the waitlist one time for each grouping.** For example: CHM 103 or 104 has lecture/lab/discussions grouped together by section number. The 10s go together; the 20s go together, etc. You can only be on the waitlist one for each group. You cannot be on the waitlist for two different labs that go to the same lecture

12. How do I drop myself from the waitlist?

A: Drop from the waitlist the same way you drop a regular class, in either WINGS or Schedule Planner. It helps other students to drop off the waitlist if you no longer want or can get into that class.

13. How to I swap CHM 103 or 104 or swap waitlists 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 waitlist:
  - 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 "Waitlist 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 waitlist:
  - You can swap waitlists 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 waitlist for sections 30/31L/32D when you are already enrolled in sections 10/11L/12D will work,
    - But swapping onto a waitlist for sections 10/11L/12D when you are already 10/12L/11D will not work. The system will drop you drop you from what you are already enrolled in and put you only on the waitlist for the second group of numbers.
  - While on the waitlist, if you want to change section numbers within the same grouping, contact the Records and Registration Office for help swapping. Our office can assist.

14. What are department-controlled waitlists?

A: Some departments or faculty members may use criteria other than waitlist 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 waitlist 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 waitlist.

15. **Can I get on a waitlist after the term has started?**

A: No, the waitlists 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.
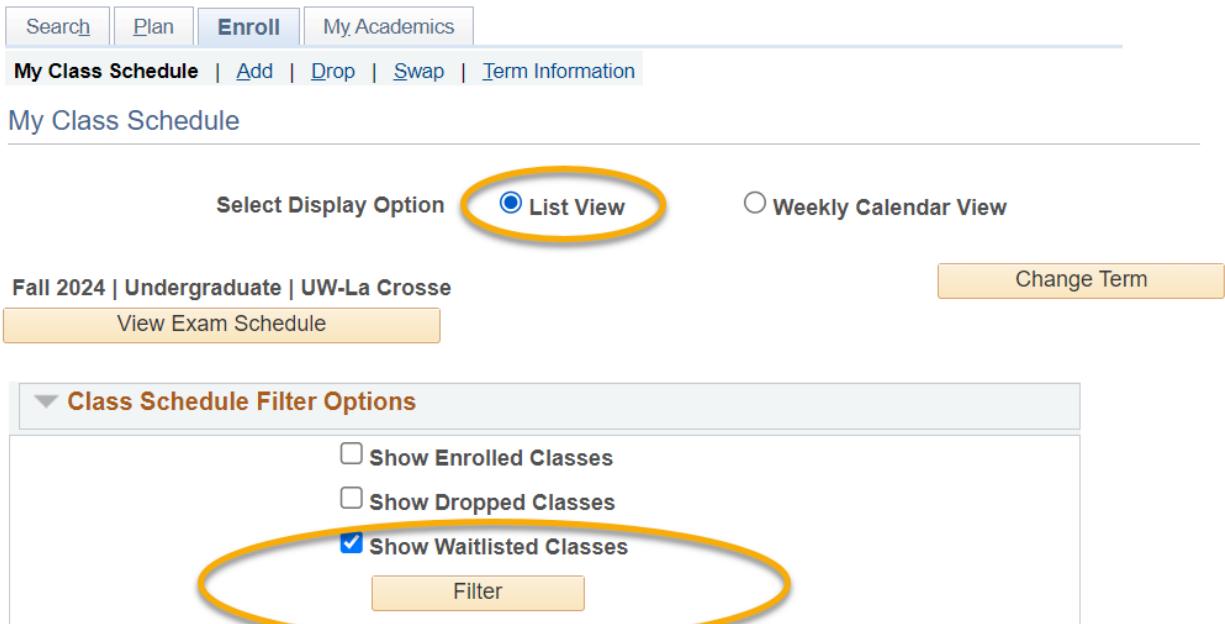
Find Your Position on the Waitlist

Note: After enrolling, your waitlist position can only be seen in WINGS.

1. In the **Academics** section of your WINGS Student Center, select **Class Schedule** from the drop-down menu. Click the double arrow button. ⊗
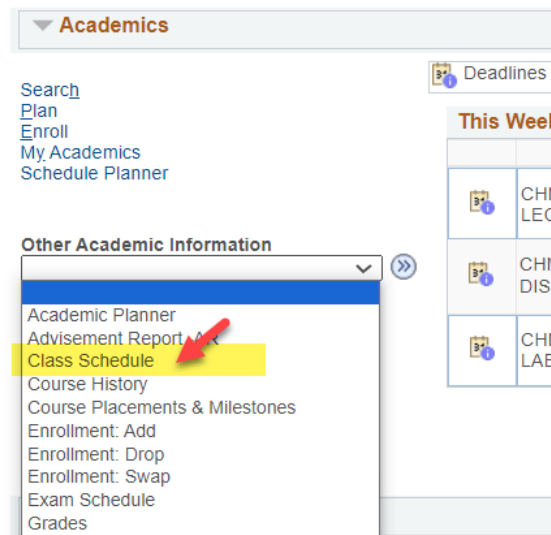
2. In the List view, switch the filter options to Show Waitlisted Classes and click Filter.

3. The **Waitlist Position** field shows your current position.

Class Schedule Filter Options

☐ Show Enrolled Classes
☐ Show Dropped Classes
☑ Show Waitlisted Classes

Filter

RGS 307 - ERG Stereotypes in the Media

Status	Waitlist Position	Units	Grading	Grade	Requirement Designation	Deadlines
Waiting	3	3.00	Graded		GE06: Self and Society (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
4859	01	Lecture	MoWeFr 11:00AM - 11:55AM	Wimberly 207	Shuma Iwai	09/03/2024 - 12/11/2024

Other

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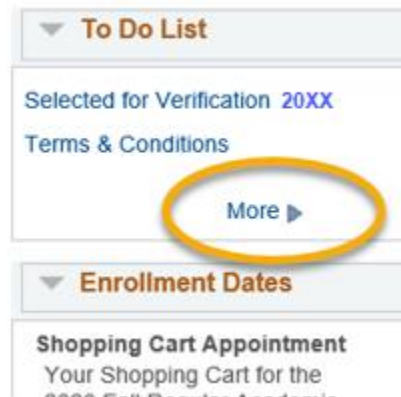
6. Note the due date for when the task must be completed.

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

Aid Year   20XX

Contact

                                    UW-La Crosse
Administrative Function   Financial Aid
                Due Date   01/18
                                    Financial Aid Office
                                    finaid@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.

Enrollment Verifications

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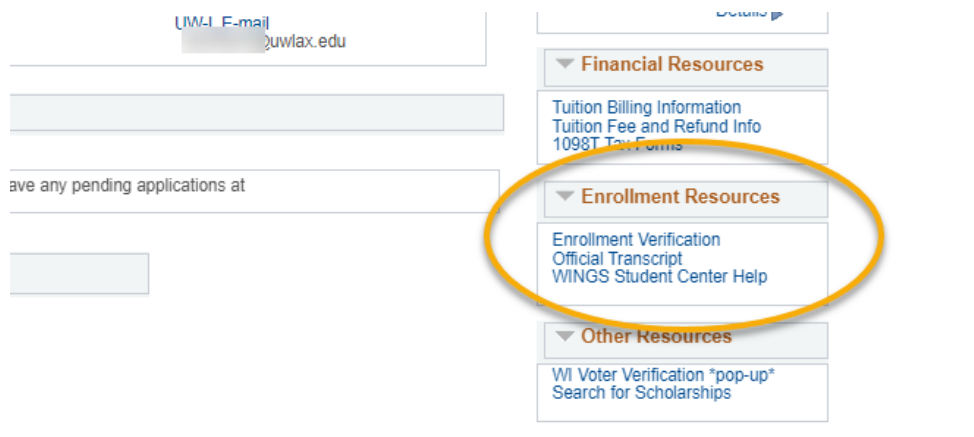
2. Click on **Enrollment Verification**.

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 UWL. 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.

Welcome. This service is offered by the National Student Clearinghouse in cooperation with **UNIVERSITY OF WISCONSIN - LA CROSSE**.
IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records.

Please select from the following options:

- Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment.

  ● Current enrollment   ○ All enrollment   ○ Advanced registration

- Obtain a Good Student Discount Certificate to print and mail to an auto insurer or other company that requests proof of my status as a Good Student for the current term.

- View the enrollment information on file with the Clearinghouse.

- View the student loan deferment notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).

- View the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.

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 in 117 Graff Main Hall or email records@uwlax.edu.
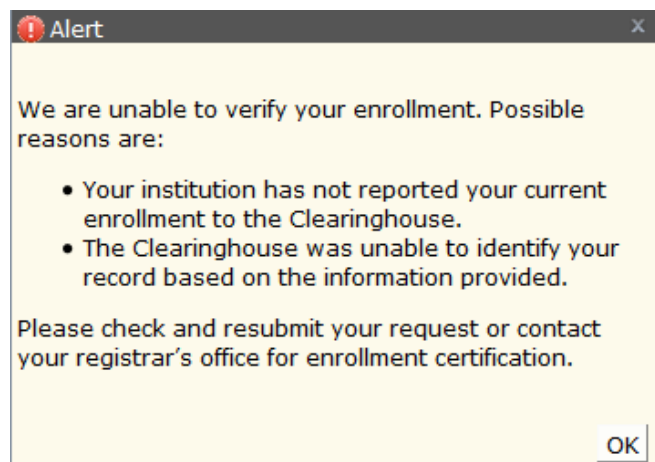
View Your Textbooks

Undergraduate students may start checking out 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.

- **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.

View books on individual classes:

1. Go to **Schedule Planner** and select the term.
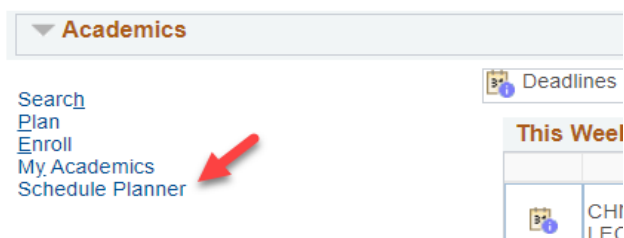
   a. If you are registered in the course, go to Current Schedule below or on the Current Schedule tab. Click on the small blue 'i' circle for more information.

   b. If you are not registered in the course, add a course to the Courses section, click on Sections, and then click the small blue 'i' circle for more information. The information icon in Courses only gives selected details unless you are on the Sections page.

2. In the Class Details that open up, click on **View Books to Buy** next to **Textbook**.

3. A new tab/window will open up. Possible messages:

    a. If the textbooks and materials have been finalized, you will see a list.

    b. If textbooks have been finalized but no books or other materials are required, you will see this message:

    c. If they have not been finalized yet, you will see this message:

UWL | UNIVERSITY BOOKSTORE

Course Materials

1 Not Yet Determined

Print List

PayPal Buy now, pay later. Learn more

Fall 2024

❶ ART / 102 / 05
Course Materials have not been determined. Check back soon for updates.

Get an email notification when materials are available online.

EMAIL ME →

4. Click the **Email Me** button and enter an email address if you want to be notified when the book list is posted.

5. If course materials need to be purchased, you may have the option of purchasing them online.

UWL | UNIVERSITY BOOKSTORE

Course Materials

1 Required

Print List

PayPal Buy now, pay later. Learn more

Summer 2024

SHOP NOW →

❶ CHM / 103 / 201
Required Materials (Options Below)

❶ **Required**
Choose Only 0 of 2

OPTION 1
UVEX ENTITY SAFETY GOGGLES   **+**

OPTION 2
ENCON CHEM GOGL CLR   **+**

SHOP NOW →

PayPal Buy now, pay later. Learn more

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 at the bottom, 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.

UNIVERSITY *of* WISCONSIN
LA CROSSE

UW-La Crosse Voter ID Enrollment Verification

Issue Date: 07/15/2024

Student Name: Eagle,Stryker E

Local Address: 509 La Crosse St Apt 4
La Crosse, WI 54601

Last Enrolled Term: Summer 2024
05/20/2024 - 08/14/2024

Future Enrolled Term: Fall 2024
09/03/2024 - 12/27/2024

The information above is taken directly from the University of Wisconsin-La Crosse WINGS Student Information System as it existed on the issuance date above. By producing and submitting this form, the student whose name appears above accepts responsibility for the accuracy of self-reported address information.

Office of Records and Registration
University of Wisconsin-La Crosse, 117 Graff Main Hall, 1725 State Street, La Crosse, WI 54601
Phone: (608) 785-8951, Fax: (608) 785-6695, http://www.uwlax.edu
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