Guide to your WINGS Student Center

Updated: 7/2015
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Change Your Password

1. Change your password from one of several places: 1) Open the "Main Menu" at the top and select "Change My Password" from the drop down menu or 2) choose "Change My Password" from the left-hand navigation. (If locked out, change password from Eagle Help Desk website: https://secure.uwlax.edu/password.)

2. Enter your current password, the new password, and confirm the new password. When you are finished, click the grey "Change Password" button.
Update Your Personal Information

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

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

   a. **Name:** you may add a "Degree" name to print on your diploma when you graduate. (For instance, if you want your middle initial on your diploma instead of the whole name, you would need to enter a Degree name.) If you don't provide a Degree name, the exact legal name in our system will be used. *For legal name changes on the rest of your records, including transcripts, go to the Records and Registration office in 117 Graff Main.*

      i. Click on the "Add a New Name" button.

### 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.

<table>
<thead>
<tr>
<th>Name Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Stryker Eagle</td>
</tr>
</tbody>
</table>

[ADD A NEW NAME]
ii. Select "Degree" for "Name Type." Enter the desired name in the "First Name," "Middle Name," and "Last Name" fields.

iii. Click "Save."

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

   i. Click on the "edit" button next to the address you want to update.

### Addresses

View, add, change or delete an address.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>1725 State St</td>
</tr>
<tr>
<td></td>
<td>La Crosse, WI 54601-3742</td>
</tr>
<tr>
<td></td>
<td>La Crosse</td>
</tr>
<tr>
<td>Local</td>
<td>1725 State St</td>
</tr>
<tr>
<td></td>
<td>La Crosse, WI 54601-3742</td>
</tr>
<tr>
<td></td>
<td>La Crosse</td>
</tr>
</tbody>
</table>

ii. Enter the appropriate, updated address and click "OK."
iii. If you are updating only one address, uncheck the other address type on the next screen. In the below example, the student is updating the Local address, which is greyed out, so the student unchecked the Home address, which did not need to be updated.

iv. Click "Save" and wait for system to update.

c. Other personal information a student may change:
   i. Phone numbers
   ii. Email addresses
   iii. Emergency contacts
   iv. Privacy settings (See "Manage Privacy Settings/FERPA Restrictions" section.)

d. Information a student cannot change: **Contact Records & Registration to change**
   i. Demographic information
   ii. Legal name
   iii. Social security number and student/campus ID number
Manage Privacy Settings/F.E.R.P.A. Restrictions

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

2. The "Security" and "FERPA restrictions" tabs should be selected.

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

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

## Addresses

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>restrict all</td>
<td>release all</td>
</tr>
</tbody>
</table>

### Restrict

- [ ] Campus
- [ ] Home
- [ ] Local
- [ ] Permanent

## Email Addresses

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>restrict all</td>
<td>release all</td>
</tr>
</tbody>
</table>

### Restrict

- [ ] Campus
- [ ] Personal

## Names

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>restrict all</td>
<td>release all</td>
</tr>
</tbody>
</table>

### Restrict

- [ ] Degree
- [ ] Former
- [ ] Primary

## Phones

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>restrict all</td>
<td>release all</td>
</tr>
</tbody>
</table>

### Restrict

- [ ] Campus
- [ ] Cell
- [ ] Home
- [ ] Local

## Photograph

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>restrict all</td>
<td>release all</td>
</tr>
</tbody>
</table>

### Restrict

- [ ] Photograph

## Academic Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>restrict all</td>
<td>release all</td>
</tr>
</tbody>
</table>

### Restrict

- [ ] Attendance Dates
- [ ] Degree Information
- [ ] Degree Candidacy
- [ ] Honors and Awards
- [ ] Previous Institutions
- [ ] Program/Plan (College/Major)
5. Click “Save” when you are done.

6. Some tips:
   a. **For Dean's List purposes**, your name and home address must be unchecked in order for the information to be published in your hometown newspaper.
   
b. **For most insurance, loan, and potential employer verifications**, your name and the academic information category must be unchecked in order for the information to be released without your written consent.
   
c. **For commencement**, keep your information unchecked in order for your name to be printed in the commencement program.
   
d. **If nothing is restricted**, your email and phone number are published in the online directory and may be published elsewhere. Your photograph may be used in other publications. Directories with addresses are no longer printed. Addresses and the rest of the categories about (considered directory information by UWL policy) may be given out on request.
   
e. **If everything is restricted**, no one who calls, except for exceptions within the law, will be able to obtain any of this information about the student, not even if the student is currently enrolled.

7. **Note**: A written consent to override your restrictions is only a one time release. You must go back into your WINGS Student Center and update the restrictions in order to make the 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, except for specific exceptions within the law, without your official authorization every time.

9. UWL’s FERPA policy is online here: [http://www.uwlax.edu/Records/FERPA/](http://www.uwlax.edu/Records/FERPA/)
Create Guest Access to Your Student Center

1. Go to "Self-Service" in the "Main Menu" and select "Manage Guest Users."

2. Click the "Add a Guest User" button.

3. "Accept" or "Decline" the "Guest User Terms and Conditions" by clicking one of the buttons. This is a release and allows the guest to login into your account and see the specified information. Your guests will receive their own username and password to your account.

4. If you clicked "Accept," enter the name and email address on the next screen of the person to whom you want to give access.

5. Check the boxes for some or all of the categories listed. This gives permission for the below categories to be accessible by your guest.
6. Click "Save." The guest will be notified via email about their access.

7. A guest user should now appear. You may lick "Add a Guest User" to add another. You can also create Guest Access from the mobile WINGS app.

8. **Notes:**
   
a. Access remains in place until revoked. It does not expire. Be sure to share your information only with appropriate people.

   b. This permission includes access to see your bill through the WINGS Student Center but it is **not the same** as the access to see and pay the bill on the CashNet site, which UWL uses to collect electronic payments. A separate permission is needed for the guest to pay through that site. See the "Guest Access to See/Pay Bill" section.
Pay Your Student Bill Online

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

![Finances section of the Student Center]

3. A new window should pop up:

![Secure payments through UW-L Electronic Payments]

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.)
Grant Access to View/Pay Bill

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

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

4. The last box on the left side is labeled, "Parental PINs." (Even though its labeled "Parental," this permission can be given to anyone the student has chosen.) Click the red "Add New" link in that box.
5. On the next screen, enter the login name you wish to assign to the parent or authorized payer in the "Authorized Payer" field.

6. Enter that person's email address.

7. You can add a note to the welcome email if you would like.

8. Check “yes” to the question, “Should this person be allowed to login?”

9. Select whether person should be able to see and pay your bills (access) or see your bills, pay your bills, and also get the electronic bill by email (access & receive emails)

10. When finished, click the "OK" button.

11. Be sure to alert your parent or authorized payer that you have created a login for them and that their password will be sent to their email.

12. **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 another guest user account on your Student Center. See the "Create Guest Access to Your Student Center" section. But if you want your guest to be able to pay your bill for you electronically, you must make them an authorized payor in CashNet following the above steps.
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. Click on the appropriate "Aid Year" link.
4. Check the "Accept" or "Decline" box next to the award and click the green "Submit" button.

5. Review Financial Aid's website for more information on how to apply for financial aid or if you have other questions about your financial aid. Their website is www.uwlax.edu/finaid, and they are located in 215 Graff Main Hall.
View Your Financial Aid To-Do List

1. On the right-hand panel of Student Center, click “details” under “To Do List.”

2. Click on the blue link in the "Item List" for the item that you would like to learn about.

3. Click “Return” to select a different “To Do Item.”

4. If an item is on the list that should not be there, contact Financial Aid (or the office that put it there) to remove it.
Search for Classes/Add Class to Shopping Cart

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

2. Make sure the "Search" and "Search for Classes" tabs are selected.
   a. 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. Click the drop-down list to find the term, and select the term you would like to search/add classes to.
4. Click the green "Select Subject" button in the "Class Search" section. If you already know the course, type in the prefix and number and skip ahead to step 14.

![Class Search]

5. In the A-Z list, click the first letter of the subject you would like to search.
6. Click the green "Select" button next to the subject you would like to search.

![Enter Search Criteria]

7. The subject you selected from the A-Z list should now appear in the "Course 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. Click the down arrow and select the course career of either "Graduate" or "Undergraduate."

![Enter Search Criteria]

10. The box marked "Show Open Classes Only" might be checked. If you would like to see all classes (open, closed, & wait listed), make sure this box is unchecked.
11. Please note, several years ago, any prefix that had a dash in it was changed to a prefix without a dash. There are 9 subjects that had this change. The classes will only appear under the prefix without the dash.
<table>
<thead>
<tr>
<th>Name</th>
<th>Old Prefix</th>
<th>New Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Instruction</td>
<td>C-I</td>
<td>CI</td>
</tr>
<tr>
<td>Computer Science</td>
<td>C-S</td>
<td>CS</td>
</tr>
<tr>
<td>Health Professions</td>
<td>H-P</td>
<td>HP</td>
</tr>
<tr>
<td>Information Systems</td>
<td>I-S</td>
<td>IS</td>
</tr>
<tr>
<td>Military Science</td>
<td>M-S</td>
<td>MS</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>O-T</td>
<td>OT</td>
</tr>
<tr>
<td>Public Health</td>
<td>P-H</td>
<td>PH</td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td>R-T</td>
<td>RT</td>
</tr>
<tr>
<td>Women’s, Gender, &amp; Sexuality Studies</td>
<td>W-S</td>
<td>WGS</td>
</tr>
</tbody>
</table>

12. To narrow your results down, there are additional search criteria available, including: meeting time, day of the week, instructor last name, class number, course title keyword, course units, session, mode of instruction, or location, under the section titled "Additional Search Criteria."

![Additional Search Criteria](image)

13. 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 exact 4 digit section number of the course (not the same number as Course Number) to identify a specific section

   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.

d. **Mode of Instruction - to find online courses, select Online.**

e. **Requirement Designation** - to find courses relevant to a specific general education requirement.

14. When you are finished, click the green "Search" button.

15. 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.

16. The open courses are marked with a green circle ●, while closed courses are marked with a blue box □. The yellow triangle ▲ is for courses with wait lists. Remember, wait listed courses only appear if the "Show Open Classes Only" is unchecked.

17. 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.

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

20. Return to the previous page by clicking the “View Search Results” button.

21. The book list or Class Notes are on both the "Search Results" page and the "Class Details" page. Class notes explain anything else the student may need to know about the class, including additional fees that may not be refundable. The "View Books to Buy" link takes you out of WINGS to see what books you will have to buy/rent. In addition, at the beginning of the term, the textbook list for all your classes is available from the drop down list in the "Academics" section of your Student Center. If there is no "View Books to Buy" link, there are no books for that class yet. See “View Textbook List for Your Classes” for more information.
22. **To add a class to your Shopping Cart**, click on the "Select Class" button.
   
a. Once you have selected a class, on the next screen, click "Next." If the class is full, you can add yourself to a wait list by clicking "Wait list if class is full" while trying to register. **Note:** Not all classes have wait lists. The course will have an orange triangle if it has a wait list. ▲ More instructions about Wait Lists are on the WINGS help website.

![Add Classes](image)

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

c. Remember, adding a course to your Shopping Cart is **not** the same thing as registering for the course. This is only the **first step**.

23. To start a new search, on the "Search Results" screen, click the green "New Search" button. To register for the course, see "How to Register for a Class."
Finding Your Registration Appointment

1. Locate the "Enrollment Dates" box on the right-hand panel of your Student Center page. Click the "Details" link.

2. Select the term you would like to see the details on and click the green "Continue" button.

3. Your registration date is located in the "Regular Academic Session" row. Listed in the "Appointment Begins" column, you will see both the date and time of your appointment.
4. To find your appointment for a different term, click the green "Change Term" button.

5. **Note:** Registration appointments are set by the number of credits a student has earned by the week before registration. This does not include credits you are currently taking (in-progress courses), either at UWL or at another school. Larger numbers of credits go first. Special, non-degree seeking students go last.
How to Register for a Class

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

2. Click on the "Enroll" tab and make sure "Add" is selected.

3. Select the term that you are registering for and click the green "Continue" button.

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. If you are not enrolled in any classes yet, the class schedule will be empty.

5. Add the desired courses to your Shopping Cart following the steps in the "Search for Classes/Add Courses to Shopping Cart" section. The course must be in your Shopping Cart before you can register. **Note: To search for a course to add, you don’t have to go back to the first screen of your Student Center. You may click on "Search" in the blue box in the middle of this screen.**

6. Use the green "Schedule Planner" button to test out courses to see how they will fit into your schedule. Separate directions on how to use the Schedule Planner are posted on the WINGS Help page.
7. Remove classes from your Shopping Cart that you do not want to register for by clicking on the garbage can icon. The system will try to register you for everything in your shopping cart. Courses you are on the fence about can be added back later.

8. **If your shopping cart is ready**, click the green "Proceed to Step 2 of 3" button.

9. Review the courses that you wish to add. **Note:** 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.

10. Confirm the list is correct and click the green "Finish Enrolling" button. **This is NOT the final step.**

12. When you are finished reading this document, check the box at the bottom that indicates that you have done so and then click the link titled “Continue. You will have to click "Finish Enrolling" again.”

13. Step 2 will appear again. Click on "Finish Enrolling" again.
14. 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.

15. **Note:** You can’t add courses on your own after the add/drop/change of schedule period.
   a. After that time, you need instructor permission to add classes, even if they are open.
   b. For Fall and Spring, this is the first five days of class. Winter and Summer terms have a shorter period.
   c. Classes that are closed or have prerequisites that need to be overridden need override slips, which can be picked up in the department of the course.
   d. Pick up an add/drop slip from the Records and Registration office.

16. 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.
How to Swap a Class

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

1. To start, click the green "Search for Classes" button in the top, right-hand corner of your Student Center.

2. Click on the "Enroll" tab and select "Swap."

3. Select your term and click the green "Continue" button.

4. Select the course from your schedule that you would like to swap out from the drop-down menu.
5. Select the course that you would like to swap it with by searching for the class or entering the four-digit "Class Nbr" that is assigned by WINGS to individual sections. You may also select from your Shopping Cart if you have the specific course already added to the cart. See example below:

6. Click Select.

7. Confirm your choices by clicking the green "Finish Swapping" button.
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 error, review the error text to understand why. If you need help understanding why you were unable to swap, contact the Records and Registration Office.

3. View results

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap FIN 355 with POL 201</td>
<td>Error: Unable to complete your request. You do not have access to perform this transaction at this time.</td>
<td></td>
</tr>
</tbody>
</table>

9. **Note:** You cannot swap courses after the add/drop/change of schedule period. After that time, you will need instructor or advisor permission to swap (need permission for both courses).

10. View your course schedule after this step to ensure that you have successfully swapped your courses.
How to Drop a Class

1. Click the green "Search for Classes" button in the top, right-hand corner of your Student Center screen.

2. Click on the "Enroll" tab and select "Drop."

3. Select your term and click the green "Continue" button.

4. Select the course or courses that you would like to drop and click the green "Drop Selected Classes" button.

   a. You can't drop courses online after the add/drop/change of schedule period.

   i. After this time, you need instructor or advisor permission to drop, and you will receive a "W" as a grade. A "W" does not affect GPA.

   ii. For Fall and Spring, this is the first five days of class. Winter and Summer terms have a shorter period.

   iii. An add/drop slip can be picked up from the Records and Registration Office.
b. You cannot drop below one credit on your own. If you want to drop all your classes and you are:
   i. Coming back for the next term, please contact that Office of Records and Registration
   ii. Leaving UW-L and not returning for the next term, contact the Office of Student Life.

c. Refund dates are set by the Cashier's office. However, tuition for 12-18 credits remains the same. Contact the Cashier's office for information about fees and refund dates.

d. **Note:** there is a non-refundable registration fee that will be charged if you drop all of your registered courses, even if you drop them before the semester starts. Check the Cashier's office for the exact amount.
5. Confirm your drop by clicking the green "Finish Dropping" button.

6. View your results.
   
e. A green check mark \( \checkmark \) in the status field indicates that you have successfully dropped that course.

f. A red \( \times \) indicates that you have not successfully dropped the course. If you received a \( \times \), 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.
View Schedule in Weekly Calendar

1. In the "Academics" section of your Student Center, click on the "weekly schedule" link.

2. Click on the "Weekly Calendar View" for a display option. Choose the correct term if asked. (The List View shows your courses in a list, instead of the calendar view.)

3. To make sure you are seeing the correct schedule, check the dates being displayed at the top. Use the fields at the top to adjust to see a specific week (especially for summer courses).
   a. **Note:** the "Show Week of" field reflects the Saturday of the week.
   b. Remember, 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.
   c. 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.

4. See next page for example of calendar view.
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday Sep 14</th>
<th>Tuesday Sep 15</th>
<th>Wednesday Sep 16</th>
<th>Thursday Sep 17</th>
<th>Friday Sep 18</th>
<th>Saturday Sep 19</th>
<th>Sunday Sep 20</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>End Time 9:00PM</td>
<td>refresh calendar</td>
<td></td>
<td></td>
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<tr>
<td>7:45AM</td>
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</tr>
<tr>
<td>8:50AM</td>
<td>ACC 321 - 01 Lecture 8:50AM - 9:45AM Carl Wimberly Hall 111</td>
<td>ACC 321 - 01 Lecture 8:50AM - 9:45AM Carl Wimberly Hall 111</td>
<td>ACC 321 - 01 Lecture 8:50AM - 9:45AM Carl Wimberly Hall 111</td>
<td>ACC 321 - 01 Lecture 8:50AM - 9:45AM Carl Wimberly Hall 111</td>
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<tr>
<td>11:00AM</td>
<td>MKT 300 - 04 Lecture 11:00AM - 11:55AM Carl Wimberly Hall 212</td>
<td>MKT 300 - 04 Lecture 11:00AM - 11:55AM Carl Wimberly Hall 212</td>
<td>MKT 300 - 04 Lecture 11:00AM - 11:55AM Carl Wimberly Hall 212</td>
<td>MKT 300 - 04 Lecture 11:00AM - 11:55AM Carl Wimberly Hall 212</td>
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</tr>
<tr>
<td>12:05PM</td>
<td>ECO 320 - 01 Lecture 12:05PM - 1:05PM Carl Wimberly Hall 114</td>
<td>MGT 393 - 06 Lecture 12:40PM - 2:05PM Wing Technology Center 6</td>
<td>ECO 320 - 01 Lecture 12:05PM - 1:05PM Carl Wimberly Hall 114</td>
<td>MGT 393 - 06 Lecture 12:40PM - 2:05PM Wing Technology Center 6</td>
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<td>1:10PM</td>
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</tr>
<tr>
<td>2:15PM</td>
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<td></td>
</tr>
<tr>
<td>3:20PM</td>
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<td>4:25PM</td>
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<td>7:00PM</td>
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<td>9:00PM</td>
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<td></td>
</tr>
</tbody>
</table>

Display Options

- Show AM/PM
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
View Your Advisement Report

1. In the "Academics" section of your Student Center, select the "My Academics" link.

2. The "My Academics" tab will be selected. Next to "Academic Requirements," click "View my advisement report."
3. Advisement Reports (AR) are only available for undergraduate, degree-seeking students. The AR will appear with several sections open. To see all the section titles together, click "Collapse all." Clicking "Expand all" will open all sections.

4. To find the GPA in your major, open the section for your major's requirements. The GPA for classes taken to fulfill that major will appear near the top.

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

6. Review the "General Overview and How to Read Your Advisement Report (AR)" document on the WINGS Help website for more information.
1. In the "Academics" section of your Student Center, select "Course History" from the drop-down menu. Click the double arrow/Go! button.

2. You may also find your Course History from the Plan tab when you have clicked "Search for Courses" from your main Student Center page.

3. You can sort the list by course, description, grade, status, term, or units (credits).
View Career/Program/Plan

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.
Viewing Your Grades & GPA

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

2. The next screen should show the "Enroll" and "Term Information" tabs selected.

3. Select the term you would like to view and click the green "Continue" button.

4. Grades and GPA for that term will appear in two sections.
5. To print the grades for your records, click the "Printer Friendly Page" link at the bottom of the screen and print from your browser. Try using a different browser if it doesn’t print correctly the first time.

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

View My Grades

Spring 2015 | Undergraduate | UW-La Crosse

7. The "Term Statistics" section shows several different GPAs. **Note:** UW-L uses only the UWL Cumulative GPA for determining academic standing, honors, athletic eligibility, and other verifications.
   a. **From Enrollment:** the GPA for that specific term
   b. **UWL Cumulative:** your GPA using only UW-L GPA credits
   c. **Transfer Cumulative:** your GPA using only your transfer credits
   d. **Combined Cumulative:** your GPA using both UW-L and transfer credit together.
8. "Term Statistics" show your GPA up through **that specific term**. To find your most recent GPA, you will need to look at the term with the most recent grades.

9. To find the GPA in your major, check your Advisement Report (AR). Your major GPA will be in section that lists your major’s requirements.
View Transfer Credit Report

1. In the "Academics" section of your Student Center, select "View Transfer Credit: Report" from the drop-down menu.

2. Click the double arrow/Go! button.

3. View your report.
   a. The below example shows credits transferred in from Western Technical College.
      i. The grades start with "T" because they are transfer grades.
      ii. The Equivalent Course is what the course will be recognized as by UW-L. In this column, 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, retroactive credit, AP, IB, or CLEP.
   c. The below example shows no other kinds of transfer credits.
## View Transfer Credit Report

### Course Credits

<table>
<thead>
<tr>
<th>Transfer Term</th>
<th>Incoming Course</th>
<th>Units Taken</th>
<th>Grade Input</th>
<th>Status</th>
<th>Equivalent Course</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2014</td>
<td>809 198</td>
<td>3.00 TA</td>
<td>Posted</td>
<td>PSY 100</td>
<td>3.00 TA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2014</td>
<td>809 195</td>
<td>3.00 TB</td>
<td>Posted</td>
<td>SOC 110</td>
<td>3.00 TB</td>
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<td></td>
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<tr>
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<td>809 195</td>
<td>3.00 TB</td>
<td>Posted</td>
<td>ECO 000C</td>
<td>3.00 TB</td>
<td></td>
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</tr>
<tr>
<td>Spring 2014</td>
<td>809 172</td>
<td>3.00 TAB</td>
<td>Posted</td>
<td>GEL 000Y</td>
<td>3.00 TAB</td>
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<tr>
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<td>Posted</td>
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<td>3.00 TA</td>
<td>Posted</td>
<td>ENG 110</td>
<td>3.00 TA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Test Credits

No test credits found.

### Other Credits

No other credits found.
View Unofficial Transcripts

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

2. On the next screen, leave "Academic Institution" as "UW-La Crosse." Click "Unofficial Enrollment (Both)" for "Report Type."
3. Click "View Report."
4. A new window or tab should pop up displaying the transcript.
5. You may save the transcript as a PDF or print it from your printer.
6. **Note:** If no new window pops up and you are taken to a screen with a list of previous requests (see below example), you likely have a pop-up blocker on. In whatever browser you are using, locate the browser setting and turn off the pop-up blocker. Then try again.

### View Unofficial Transcript

#### Previous Requests

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Description</th>
<th>Institution</th>
<th>User ID</th>
<th>Future Release</th>
<th>Requested Print Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/20/2015</td>
<td>Unofficial Enrollment (both)</td>
<td>UW-LAC</td>
<td>915291981</td>
<td>Immediate Processing</td>
<td>07/20/2015</td>
</tr>
<tr>
<td>05/12/2015</td>
<td>Unofficial Enrollment (both)</td>
<td>UW-LAC</td>
<td>915291981</td>
<td>Immediate Processing</td>
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<td>05/05/2015</td>
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<td>UW-LAC</td>
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<td>Immediate Processing</td>
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<tr>
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<td>UW-LAC</td>
<td>915291981</td>
<td>Immediate Processing</td>
<td>04/27/2015</td>
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<tr>
<td>04/27/2015</td>
<td>Unofficial Enrollment (both)</td>
<td>UW-LAC</td>
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<td>915291981</td>
<td>Immediate Processing</td>
<td>04/27/2015</td>
</tr>
</tbody>
</table>

7. To order an **official** transcript, go to the "Enrollment Resources" section in your Student Center. It is on the right hand side, toward the bottom. Click on "Official Transcript." On the next page, click on "Order or track a transcript" and follow the directions. There is a fee for each official copy sent.
Apply for Graduation

1. In the "Academics" section of your Student Center, select "Apply for Graduation" from the drop-down menu.
2. Click the double arrow/Go! button.

3. Click on the "Apply for Graduation" link next to the program from which you are graduating. If there is no link, you may not be eligible to apply yet. Student must have **earned** 90 credits before they can apply.

4. From the drop-down menu, select your expected graduation term.
5. Another section will appear with information about what happens next.

6. Read the information and then click "Continue." On the next screen, click "Submit Application."

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

Submit Confirmation

✔ You have successfully applied for graduation.

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

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

2. Click on "Enrollment Verification,"

3. On the next screen, under the first option, choose either "current enrollment" or "all enrollment." Current enrollment will print your enrollment status for the current term only. All enrollment will print the status of all your terms of enrollment since you first started at UW-L.
   a. Note: if you need a good student discount certificate, you may click on "Obtain a Good Student Discount Certificate" instead.
4. Click on the "Obtain an enrollment certificate" link.

5. A new window or tab should pop up with a certificate you can print. The certificate will contain the school seal. It will list whether you were full-time or part-time for the term. *(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 certificate, please contact the Records and Registration office.
View Textbook List for the Term

The list for the upcoming term is not available until after the current term ends. To see your books for the next semester before it starts, you must look up each class individually by searching for the class. Go to the Search for Classes link, search for the class, and click "View Books to Buy" under your section in the results. If there is no "View Books to Buy" link, there are no books for that class yet. However, be sure to check at the start of the semester, as sometimes the booklist is not online at the time of registration.

1. At the start of the term, follow the below steps to find the list of all your textbooks.
2. In the "Academics" section of your Student Center, select "Textbook List" from the drop-down menu.

3. The textbook list for the current term will appear.
4. The list can be downloaded by clicking the grid icon  
, or click the "Print this Page" button to print. Take the list to the bookstore with your student ID and pick up your books. Textbook Rental starts distributing books for the upcoming term a week before the term starts.

5. **Note**: if you don't have a printer, you may also get the book list from Textbook Rental Services.
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 update your Local address to reflect your address here at UWL, if it does not do so already. You do not need to update your Home address. Follow the directions listed in the "Update Your Personal Information" section. Your Local address can be the address of your residence hall.

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

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

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