Step 1: Log on using your username & password

Username: eagle.stryker
Password: **********
Step 2: Search for Classes

Click Here
Step 3: How to search by Gen Ed Category

- a. Select “2015 Fall”
- b. Select “Undergraduate”
- c. Select “Show Open Classes Only”
- d. Click here to choose a Gen Ed category. Then click search.
**Step 4: Learn more info about open classes**

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 101 – Well-Rounded Skills</td>
<td>1792 03-LEC Regular</td>
<td>MoWeFr 8:50AM - 9:45AM Wimberly 117</td>
<td>Emma Lou Wilder</td>
<td>09/08/2015 - 12/22/2015</td>
<td><img src="green_circle.png" alt="Green Circle" /></td>
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<td></td>
<td>Topic: Physical Education in Everyday Life</td>
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<tr>
<td></td>
<td>1797 11-LEC Regular</td>
<td>TuTh 12:40PM - 2:05PM Wimberly 210</td>
<td>Fassett Allen Cotton</td>
<td>09/08/2015 - 12/22/2015</td>
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<tr>
<td></td>
<td>Topic: Understanding the Meaning of Life</td>
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<tr>
<td></td>
<td>1798 12-LEC Regular</td>
<td>TuTh 2:15PM - 3:40PM Wimberly 210</td>
<td>George R. Gilkey</td>
<td>09/08/2015 - 12/22/2015</td>
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<tr>
<td>GEN 103 – Skills for Future Careers</td>
<td>4321 05-LEC Regular</td>
<td>MoWeFr 8:50AM - 9:45AM Wimberly 209</td>
<td>Edith Cartwright</td>
<td>09/08/2015 - 12/22/2015</td>
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</tbody>
</table>

Note: Some sections of courses have specific topics.
Step 5: Gain more information

- **Check for pre-requisites (e.g. requirements needed to be met in order to enroll in the course)**
  - "Pre-requisite" means you must have credit for the course listed BEFORE you are able to take this course. (e.g. if you do not have credit for ENG 110 or ENG 112 you cannot take this course)
  - "Concurrent Enrollment" means you can enroll in this only if you are going to enroll in the listed course for the same semester

- **Read course description**
**Step 6:** After searching for open courses, write down 2-3 courses you would like to take from each General Education category you have not yet completed.

Example:

<table>
<thead>
<tr>
<th>GE 06 – Self &amp; Society</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>FIN 207, SOC 110, UWL 100</strong></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
Step 7: Now return to your WINGS Student Center (Use “Home” not back button!)
Step 8: Open “Schedule Planner”
Step 9: Watch “Help Videos” and then begin building a schedule around your pre-loaded courses

a. Click “Help Videos”

b. Watch both beginner and intermediate videos
Step 10: After viewing schedule options, send your ideal schedule to your shopping cart.

Click “Send Schedule to Shopping Cart”
Step 11: Click **Course Enrollment** and follow the directions on the screen to finish registering for courses.

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**Instructions:**
1. Visit the 'Enrollment' page in Student Center to continue with enrollment.
2. Click the 'Import Cart' button.

**Add Classes**

1. **Select classes to add**

   To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

   You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

   - Click **import cart** to continue with registration.
Step 12: Courses are now in your shopping cart but you must finish enrolling. Click “Proceed to step 2 of 3”. Then click “Finish enrolling”
Optional: Making Adjustments to Your Schedule after Registration

Step A: Search for a new, replacement course

- Click the "enroll" tab
- Click the "Swap" tab
  **SWAP, DON'T DROP! WHY?**
  The swap option will not allow you to drop a class and add another unless it absolutely works in your schedule and you have met all requirements to be able to enroll in the desired class.
- Select "Class Search"
- Click "search"
Step B: Narrow your search by general education category as you did before or search by individual course.

- a. Select “2015 Fall”
- b. Select “Undergraduate”
- c. Select “Show Open Classes Only”
- d. Click dropdown for GE “Requirement Designation”
Step C: Find a course that fits into your current schedule

a. Click “show all” to see the times for ALL classes you’re enrolled in

b. Click “select” for the course that fits best
Step D: Swap don’t drop!

- Click **“Next”**
- Click **“Finish Swapping”**