REGISTRATION CHECKLIST
Second Degree Students
Spring 2016

This checklist will assist you in preparing for your first semester at the University of Wisconsin–La Crosse. Carefully read each item and take the necessary steps to ensure your enrollment for spring 2016.

REGISTRATION INFORMATION

____ Transcripts: If you are currently taking courses at another institution, you must request your final OFFICIAL transcript to be sent to the UW-La Crosse Admissions Office at the end of the semester. Fall grades must be on file in the Admissions Office by January 5, 2016. **If you are taking a winter intercession course, we must still receive an official transcript with fall grades by January 5, 2016, and we must receive an official final transcript with winter intercession grades by February 1, 2016.** Ensure that you have officially withdrawn from your current institution and there are no courses in progress on your transcript for the spring 2016 semester.

____ Registration: You are responsible for registering yourself for courses through your WINGS Student Center ([https://wings.uwlax.edu](https://wings.uwlax.edu)). A WINGS Tutorial is available online to help familiarize you with the system. ([http://www.uwlax.edu/wings/help/student.htm](http://www.uwlax.edu/wings/help/student.htm))

____ WINGS Username and Password: When you applied for admission you received an email that included your username (your 9-digit student identification number) and password information. Call the Eagle Help Desk at 608-785-8774 with any questions.

____ Registration Date: Your registration time is listed on the right-hand side of your WINGS Student Center in the “Enrollment Dates” section. This date is the earliest you are able to register for courses for next semester. **Registering as close to your assigned time as possible is encouraged, as courses fill quickly.**

____ Transfer Credit Report & Advising: As a second degree student, you will not receive a transfer credit evaluation. You will need to consult with the Dean's Office for the College to which you are assigned (see letter of admission) to determine which courses you need to complete your second undergraduate degree. If you have any questions about your academic requirements, please consult the Dean's Office of your College listed below.

   CBA-College of Business Administration – 608-785-8090 – 138 Carl Wimberly Hall  
   CLS-College of Liberal Studies – 608-785-5454 – 260 Morris Hall  
   SAH-College of Science & Health – 608-785-8156 – 205 Graff Main Hall

____ Class Timetable & Course Catalog: The class timetable and course catalog are available in the “Quicklinks” box on the top of the UWL homepage.

ADDITIONAL INFORMATION

____ Transfer Orientation: This session is scheduled for Sunday, January 24, 2016. An invitation will be sent early in January with further details.
Immunization Form: Complete the enclosed Immunization Form and mail it to:
Student Health Center
Health Science Center
1300 Badger Street
La Crosse, WI 54601

Canceling Admission: If you decide to cancel your admission, please e-mail the Admissions Office at admissions@uwlax.edu. Include your full name and student ID number.

Frequently Asked Questions

How do I find off campus housing?

The University does not own any off campus housing, so you will work through an independent landlord or rental company to find a house or apartment to rent off campus. A few sites that provide housing listings are: www.rentcollegepads.com, www.7riversrentals.com, and www.lacrossetribune.com (under ‘classified’). Also, signs are frequently posted around campus by students looking for sub lesasers. To obtain general information on how to find off campus housing, call 608-785-8076.

How do I get my student ID card?

Once you have registered for classes, you will be able to receive your student ID. When you arrive on campus, you will need to have your photo taken at the Tower One Card Office, which is located at 223 Cartwright Center. Please bring either a state issued ID or passport with you. You will then be issued a temporary ID card until your photo ID arrives in the mail. This is also the office where you can sign up for a meal plan or deposit Campus Cash into your account. Visit www.uwlax.edu/University-Centers/Tower-One-Card/ for more information or contact the Tower One Card Office at 608-785-8891 or uwlcardoffice@uwlax.edu.

Where do I pick up my books and when can I do this?

Textbook Rental will be open the week before classes begin. You will need your student ID card to obtain your list of required books for the classes you have registered for. Textbook Rental is located in the basement of Cartwright Center, right next to the University Bookstore. For more information contact Textbook Services at 608-785-8853.

How do I get a parking permit for campus?

To purchase a parking permit please go to www.uwlax.edu/parking or to the Police Services/Parking Office. Permits are available on a first-come, first-serve basis. For more information contact the Parking Office at 608-785-8061.