REGISTRATION CHECKLIST
Spring 2015

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 2015.

PRE-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, 2015. If you are taking a winter intercession course, we must still receive an official transcript with fall grades by January 5, 2015, and we must receive an official final transcript with winter intercession grades by February 2, 2015. Ensure that you have officially withdrawn from your current institution and there are no courses in progress on your transcript for the spring 2015 semester.

____ Enrollment Deposit: A $100.00 enrollment deposit must be paid prior to receiving your official transfer credit report. You will not be able to register without the deposit. Pay your deposit by using the “Make a Deposit/Payment” button on your WINGS Student Center. This $100 enrollment deposit is refundable until December 1, 2014 for winter or spring admission.

REGISTRATION INFORMATION

____ 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 (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.

____ Academic Requirements & Advising: The “Academic Requirements”, (AR) in your WINGS Student Center is an important advising tool. To view your “Academic Requirements”, find the drop down menu under the “Academics” section, select “Academic Requirements” and click “>>”. The report identifies requirements (university, general education, and major/minor) that have been completed and those that remain. Use your AR to ensure that you are taking the courses you need for graduation. Any questions about your AR, or other advising concerns in general, should be directed to the Dean’s Office of your college.

   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

____ Transfer Credit Report: This report provides a listing of all transfer courses accepted from your previous institution(s) as well as the UW-L equivalent (if an equivalency exists). The report can be found by selecting “Transfer Credit: Report” from the drop-down menu in your Student Center in WINGS. Your AR will also map these courses into the degree requirements for the program of study you identified on your application. For assistance in understanding your Transfer Credit Report, a narrative is included in this packet.
Placement Exams: Incoming transfer students may be required to complete the University of Wisconsin Placement Tests in English and in Mathematics. In addition, the Department of Modern Languages requires that all new transfer students who are interested in continuing their Spanish studies at UW-La Crosse first take the Wisconsin Placement Test for Spanish. Please see the enclosed sheet regarding these exams to determine whether or not you will be required to take (or re-take) an exam.

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

ADDITIONAL INFORMATION

Transfer Orientation: This session is scheduled for Sunday, January 26, 2015. 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

Housing Information: Please follow the directions that were given regarding on-campus housing when you received your acceptance letter.

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 Web sites that provide housing listings are: www.findaplacetolive.com, www.7riversrentals.com, and www.lacrossetribune.com (under ‘real estate for rent’). Also, signs are frequently posted around campus by students looking for subletters. 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. 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 Tower Tender/Campus Cash into your account. Visit www.uwlax.edu/TowerOneCard/ for more information or contact the Tower One Card Office at 608-785-8891.

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. You may contact them at Textbook Services 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.