REGISTRATION CHECKLIST
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.

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, 2016. If you are taking a winter intercession course, we must still receive an official transcript with final 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 Ensure that you have officially withdrawn from your current institution and there are no courses in progress on your transcript for the spring 2016 semester.

___ 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, 2015 for winter or spring admission.

___ Advanced Placement/IB or CLEP Credit: If you have taken Advanced Placement (AP) exams or CLEP exams, please contact The College Board at 888-225-5427 to request an official transcript be sent to our office for an evaluation. If you have taken IB exams, please refer to the International Baccalaureate website at www.ibo.org to request an official transcript. You can review our credit by exam policy at https://www.uwlax.edu/Admissions/ap/ib/clep-credit/.

REGISTRATION INFORMATION

___ Registration: You are responsible for registering yourself for courses through your WINGS Student Center. A WINGS Tutorial is available online to help familiarize you with the system.

___ 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.

___ 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 UWL 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 “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

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 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 leasers. 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 http://www.uwlax.edu/University-Centers/Tower-One-Card/ for more information or contact the Tower One Card Office at 608-785-8891 or uwlcacaoffice@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.