

# How to Register for a Class using WINGS Student Center

1. Click the **Search for Classes** button in the top right-hand corner of Student Center. Or click on the Enroll link in the Academic section.

Stryker's Student Center

Academics

Search  
Plan  
Enroll  
My Academics  
Schedule Planner

Deadlines URL

Fall 2020 Schedule

Class	Schedule
CHM 103-20	MoWeFr 8:50AM - 9:45AM

Holds  
No Holds.

2. Make sure you are on the **Enroll** tab and the **Add** subtab.
3. Select the term that you are registering for and click **Continue**.

Stryker Eagle

go to ...

Search Plan **Enroll** My Academics

My Class Schedule Add Drop Swap Term Information

Add Classes

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Summer 2020	Undergraduate	UW-La Crosse
<input type="radio"/> Fall 2020	Undergraduate	UW-La Crosse

Continue

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 with a green ✓. If you have added but then dropped a course, it will show in this section with a blue ✕. If you have not registered in any classes yet, the class schedule will be empty.
5. If you haven't yet, add the desired courses to your Shopping Cart following the steps in the "**Search for Classes/Add Class to Shopping Cart in WINGS Student Center**" directions. The course must be in your Shopping Cart before you can register.

## Tips:

- You can also start a search by clicking on the **Search** button to the left of your shopping cart.
- **Schedule Planner** is another way to find and register for courses. This feature can generate multiple schedules at one time, allowing you to test out various courses to see how they will fit into your schedule. To use Schedule Planner to search for courses and/or register, stop here and follow those directions instead.

● Open   
 ■ Closed   
 ▲ Wait List

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**Add to Cart**

Enter Class Nbr

 

**Find Classes**

Class Search  
 My Requirements  
 My Planner

**Fall 2020 Shopping Cart**

Your enrollment shopping cart is empty.

**Click here to find courses and register using WINGS.**

**Click here to find courses and register using Schedule Planner.**

6. Once you have all the courses you want in your shopping cart, review the list to make sure it is correct.
  - a. Remove classes from your Shopping Cart that you no longer want by clicking on the garbage can icon. The system will attempt to register you for everything in your shopping cart. Courses you are not sure about can be added back later.

Add Classes



1. Select classes to add

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

✔ PH 200 has been added to your Shopping Cart.

● Open   
 ■ Closed   
 ▲ Wait List

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**Add to Cart**

Enter Class Nbr

 

**Find Classes**

Class Search  
 My Requirements  
 My Planner

**Fall 2020 Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ANT 101-02 (2622)	MoWe 2:15PM - 3:40PM	Centennial 2305	E. Peacock	3.00	<span style="color: green;">●</span>
	CHM 103-61L (2191)	Mo 11:00AM - 2:05PM	Prairie Springs 2009	B. Borders	5.00	<span style="color: green;">●</span>
	CHM 103-61D (2188)	Tu 9:55AM - 10:50AM	Cowley 103	B. Borders		<span style="color: green;">●</span>
	CHM 103-60 (2187)	MoWeFr 7:45AM - 8:40AM	Wimberly 102	B. Borders		<span style="color: green;">●</span>
	HIS 110-05 (1718)	TuTh 7:45AM - 9:10AM	Wimberly 102	M. Chavalas	3.00	<span style="color: green;">●</span>
	PH 200-03 (3060)		Internet	R. Jecklin	3.00	<span style="color: green;">●</span>

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**My Fall 2020 Class Schedule**

✔ Enrolled   
 ⊗ Dropped   
 ▲ Wait Listed

7. When your shopping cart is ready, click the **Proceed to Step 2 of 3** button.

● Open
■ Closed
▲ Wait List

**Add to Cart**

Enter Class Nbr

**Find Classes**

Class Search  
 My Requirements  
 My Planner

**Fall 2020 Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ANT 101-02 (2622)</a>	MoWe 2:15PM - 3:40PM	Centennial 2305	E. Peacock	3.00	●
	<a href="#">CHM 103-61L (2191)</a>	Mo 11:00AM - 2:05PM	Prairie Springs 2009	B. Borders	5.00	●
	CHM 103-61D (2188)	Tu 9:55AM - 10:50AM	Cowley 103	B. Borders		●
	CHM 103-60 (2187)	MoWeFr 7:45AM - 8:40AM	Wimberly 102	B. Borders		●
	<a href="#">HIS 110-05 (1718)</a>	TuTh 7:45AM - 9:10AM	Wimberly 102	M. Chavalas	3.00	●
	<a href="#">PH 200-03 (3060)</a>		Internet	R. Jecklin	3.00	●

▼ My Fall 2020 Class Schedule

8. Review the courses that you wish to add.

- a. 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. You will receive an time conflict error for the other one.

9. Confirm the list is correct and click the **Finish Enrolling** button. This is not the final step!

## 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2020 | Undergraduate | UW-La Crosse

● Open
■ Closed
▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ANT 101-02 (2622)	Human Nature/Human Culture (Lecture)	MoWe 2:15PM - 3:40PM	Centennial 2305	E. Peacock	3.00	●
CHM 103-61L (2191)	General Chemistry I (Lab/Studio)	Mo 11:00AM - 2:05PM	Prairie Springs 2009	B. Borders	5.00	●
CHM 103-61D (2188)	General Chemistry I (Discussion)	Tu 9:55AM - 10:50AM	Cowley 103	B. Borders		●
CHM 103-60 (2187)	General Chemistry I (Lecture)	MoWeFr 7:45AM - 8:40AM	Wimberly 102	B. Borders		●
HIS 110-05 (1718)	World History (Lecture)	TuTh 7:45AM - 9:10AM	Wimberly 102	M. Chavalas	3.00	●
PH 200-03 (3060)	Public Health for Edu Citizen (Lecture)		Internet	R. Jecklin	3.00	●

10. Next, read the **Terms and Conditions of Financial Responsibility** by clicking the

**Terms and Conditions** link on the next screen. Another window will open up with the full agreement posted on the Cashier's website at [www.uwlax.edu/cashiers/tuition-and-billing/terms--conditions/](http://www.uwlax.edu/cashiers/tuition-and-billing/terms--conditions/).

#### Financial Responsibility

Please follow the link to read the terms and conditions.

[Terms and Conditions](#)

Agreement Date 07/29/2020

Yes, I have read and agree to the Terms.

[HOME](#) > [CASHIER'S](#)

## Terms & conditions

**All students must electronically sign the Terms and Conditions of Financial Responsibility.**

### Terms and Conditions of Financial Responsibility

#### University of Wisconsin-La Crosse Educational Services Credit Agreement

*By checking "Agree", I have read and agree to the Terms and Conditions of Financial Responsibility on the WINGS registration page, I am entering into this Agreement which will become effective on the date captured by my electronic signature.*

*I would like to enroll in and attend classes at the University of Wisconsin – La Crosse (UWL).*

*In order to attend classes at UWL and remain registered for classes, UWL requires that I pay, **in full**, the amount of any fees, tuition, housing and meal plan costs, and other miscellaneous charges incurred in connection with my attendance at UWL, on the dates indicated by UWL for each semester (each such due date, a "Fee Due Date")*

*I agree to use my WINGS account to obtain the most accurate and current information regarding any amounts owed and Fee Due Dates, to check that account frequently, and to read the on-line published fee information located at the Cashier's Office website (<http://www.uwlax.edu/cashiers>) each semester for additional date and payment information.*

11. When you are finished reading this document, check the box next to "**Yes, I have read and agree to the Terms**" in order to agree to the terms and continue. Then click the link titled "**Continue. You will have to click Finish Enrolling again.**"

Financial Responsibility

Please follow the link to read the terms and conditions.

[Terms and Conditions](#)

Agreement Date 07/29/2020

Yes, I have read and agree to the Terms.

[Continue. You will have to click "Finish Enrolling" again.](#)

12. Step 2 will appear again. Click on **Finish Enrolling** again.

13. 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.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Add Classes 1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors

Fall 2020 | Undergraduate | UW-La Crosse

✓ Success: enrolled	✗ Error: unable to add class	
Class	Message	Status
STAT 145	<b>Message:</b> General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information. The Requirement Designation option was set to 'yes' by the enrollment process.	✓

[My Class Schedule](#)

[Add Another Class](#)

The screenshot shows a registration interface with two messages at the top: a green checkmark indicating 'Success: enrolled' and a red X indicating 'Error: unable to add class'. Below these is a table with columns for 'Class', 'Message', and 'Status'. The table contains one row for 'ENG 200' with a message stating 'Error: Class 1465 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.' and a red X in the status column. At the bottom of the table are two buttons: 'My Class Schedule' and 'Add Another Class'.

Class	Message	Status
ENG 200	Error: Class 1465 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.	✗

14. 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.

**Please note:**

- After the fifth day for Fall & Spring semesters, you need instructor permission to add their class, even if it has a seat available.
- After the tenth day, you will also need your college dean's office approval to add a course. You will need to bring all the approvals to the Records and Registration office to be registered.
- Winter and Summer terms have shorter deadlines.
- **Overrides:** Classes that are closed or have prerequisites that need to be overridden with permission from the instructor, department, and/or dean's office, depending on what is being overridden.
  - i. Overrides can be given electronically up through the 10<sup>th</sup> day, during which time the student should login to WINGS and register themselves after getting the override.
  - ii. Closed classes will still appear closed; if you have an override, you will be able to register anyway.
  - iii. After the 10<sup>th</sup> day, any overrides have to be done on paper and have signatures of all three approvers. Add/drop slips can be found in the Records and Registration office.

**Questions?** If you have questions about what courses to sign up for, please contact your advisor or the Academic Advising Center in 1209 Centennial Hall or at [advising@uwlax.edu](mailto:advising@uwlax.edu). If you have a question about an error you are getting or you have trouble registering, contact the Records and Registration Office for assistance at [records@uwlax.edu](mailto:records@uwlax.edu) or 117 Graff Main Hall.