

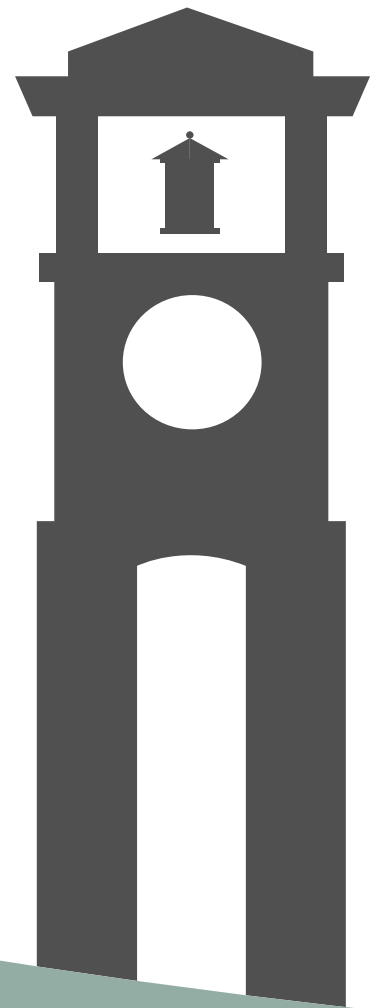
UNIVERSITY *of* WISCONSIN  
**LA CROSSE**

Advising and Registration Information  
Session

**UW-La Crosse**

**College of Science & Health**

Carla Burkhardt, Guy Herling, and Becca Pearce

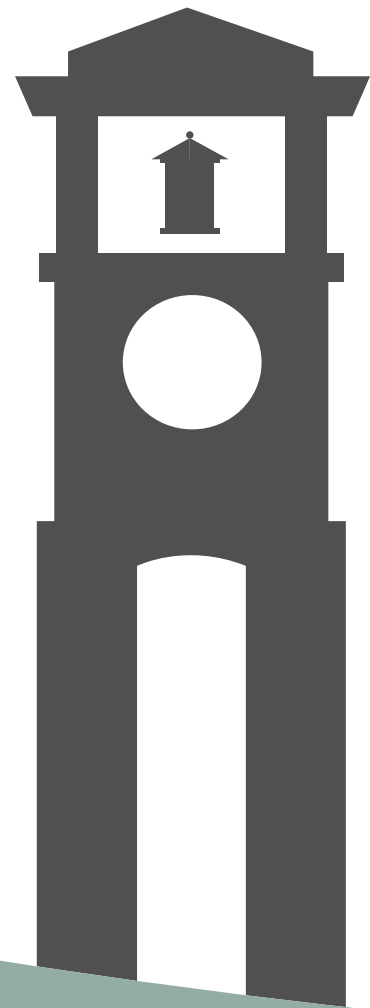


## Academic Advising

- Who is your Advisor?
- Where are they?
- Have more than one?



- Advisor will have access to academic plan requirements — **as do you through WINGS**
- Beware of advising “restrictions”
  - In WINGS under “Holds”
  - Prevent you from registering



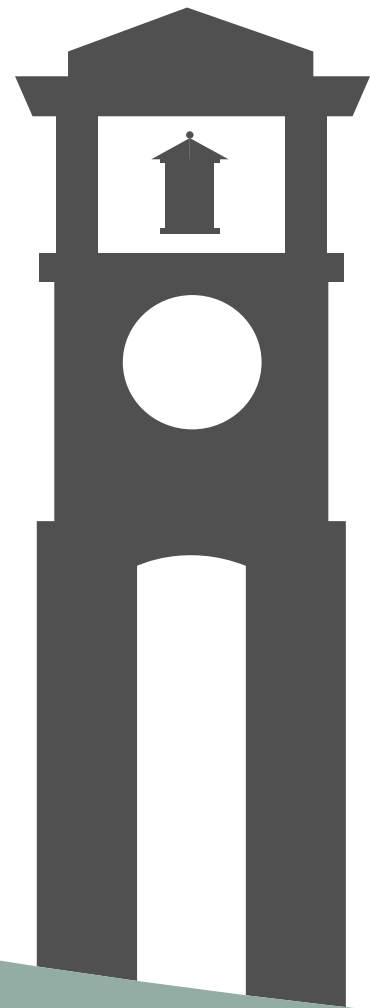
## Meeting with your Advisor

- **Be Prepared**

- Bring a tentative class schedule
- Be familiar with requirements for admission to program and your majors/minors
- Consider career goals to discuss with advisor
- Make a list your questions you want to ask

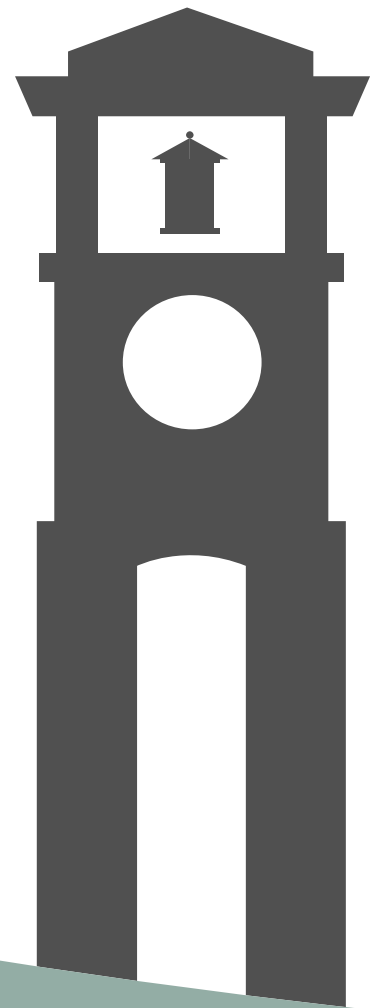
- **Take Responsibility**

- Help your advisor be more helpful to you
- You're familiar with the Timetable, UG Catalog, websites relating to your academic plan—right?



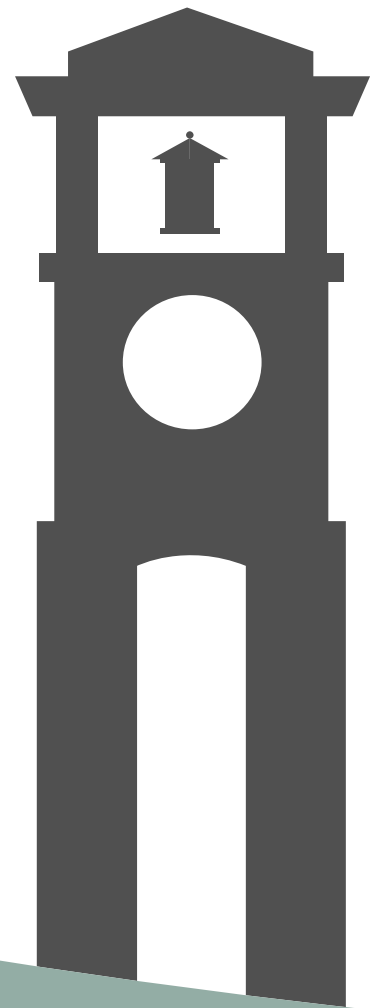
## Need to Change your Academic Plan?

- Change you major, add a minor, etc.
- Change of Program forms
  - <https://www.uwlax.edu/academic-advising-center/change-of-program/>
  - When? Before mid semester or after priority registration
  - We will resume changing student plans/majors the second week of December



# WINGS Student Center

- Advisor Name & Phone
- Holds or Services Indicators
  - Advising Restriction
  - Probation Restriction
- Pull-Down Menu
  - Academic Requirements
  - >>Advisement Report



The screenshot shows the WINGS Student Center interface. Red circles highlight the following elements:

- A pull-down menu in the top left with the text "other academic..." and a right-pointing arrow.
- The "Holds" section on the right, which displays "No Holds."
- The "Advisor" section on the right, which displays "Program Advisor" and "None Assigned".

The interface also includes a "This Week's Schedule" table, a "Finances" section with an "Account Summary" showing a balance of 137.00, and a "Personal Information" section with contact details.

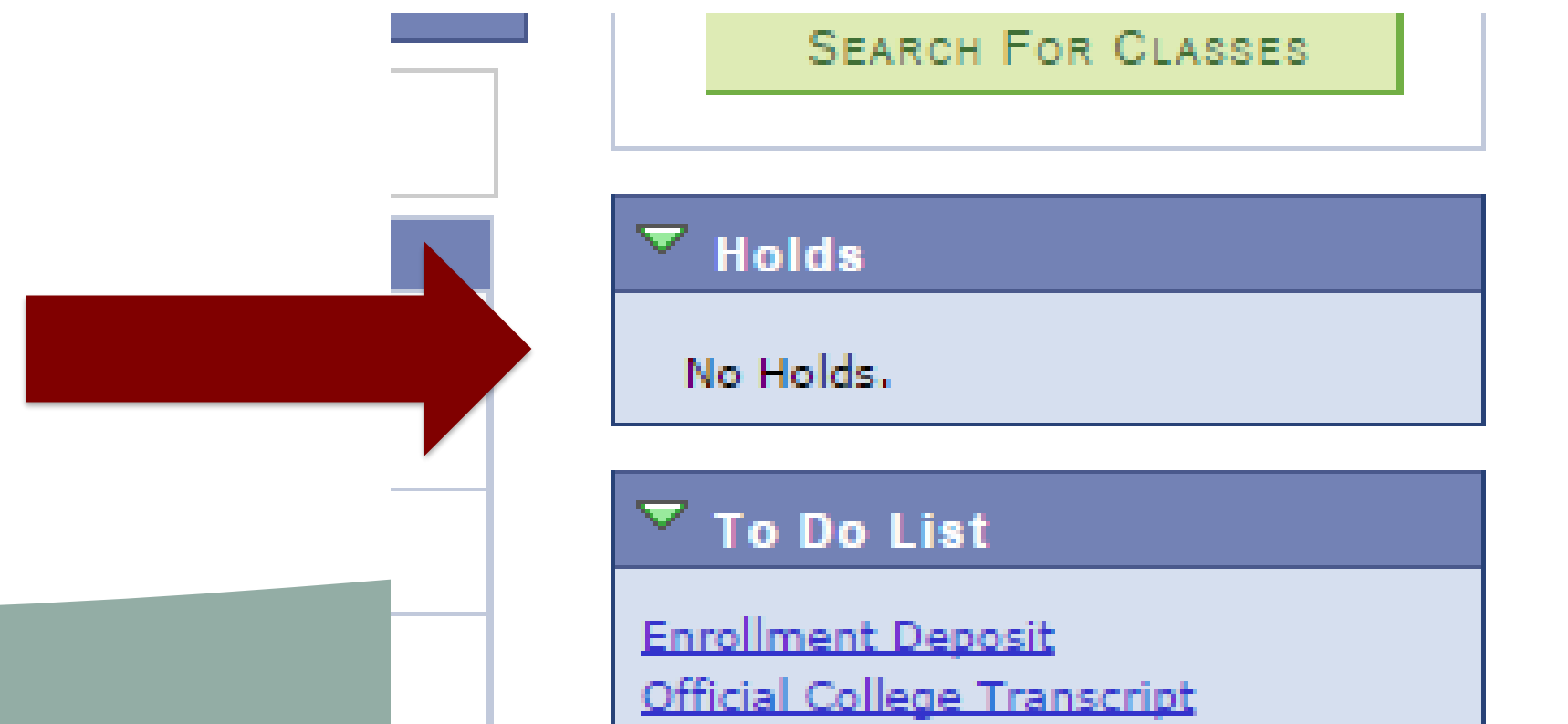
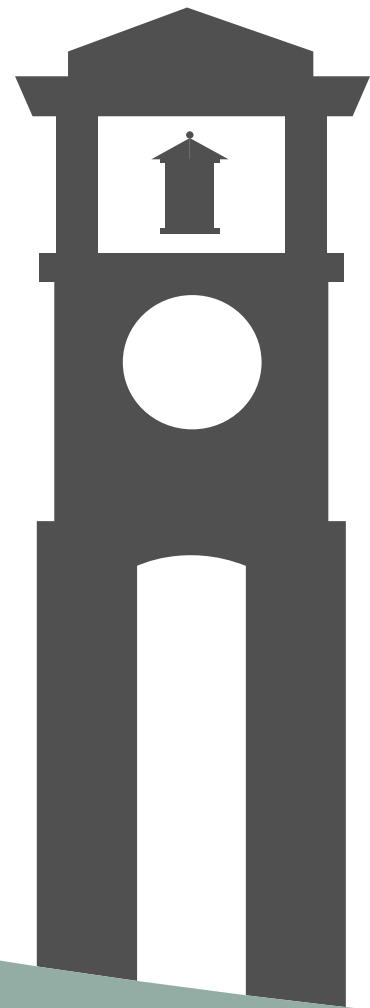
Class	Schedule
SAA 700-01 LEC (3342)	We 5:00PM - 7:00PM Graff Main 207
SAA 702-01 LEC (2799)	Mo 3:20PM - 6:05PM Centennial 2301
SAA 705-01 LEC (3523)	Tu 1:10PM - 3:55PM Morris 330
SAA 708-01 LEC (4364)	We 1:10PM - 3:55PM Centennial 1403

**Account Summary**  
You owe 137.00.  
▪ Due Now 0.00  
▪ Future Due 137.00  
Currency used is US Dollar.

**Contact Information**  
**Home Address**  
N2682 County Rd E  
Waupaca, WI 54981-9402  
Waupaca  
**Home Phone**  
715/258-8858  
**Local Address**  
804 Cass St Apt 321  
La Crosse, WI 54601-4679  
La Crosse  
**UW-L E-mail**  
schoohs.shar@uwlax.edu

## Hold (Service Indicators)

- Advising restriction—advisor
  - Advising restrictions are set when your Enrollment Dates are set; expect these items to be visible the last week of October
- Unpaid fees—Cashier's Office
- Always check the “buster” or the “Holds” section in WINGS Student Center

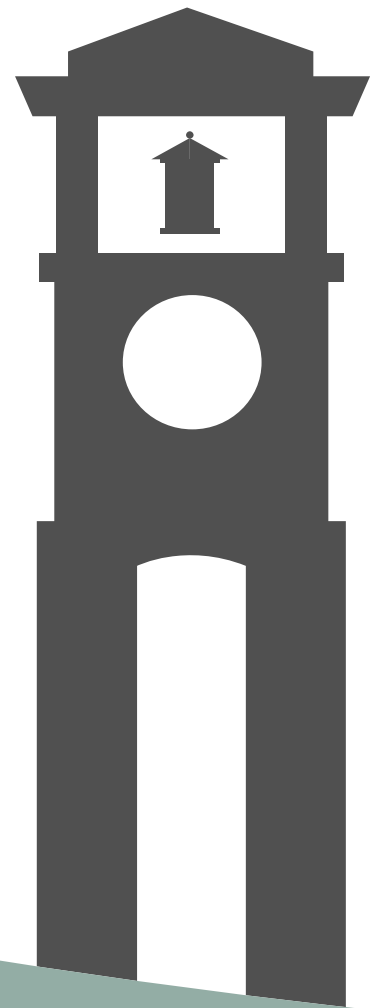


# Advisement Report

What is an AR?



How do I read my AR?



# The Advisement Report (AR)

## Requirements Listing Order

- Course Enrollments/Academic Standing
- University Graduation Requirements
- General Education Requirements
- Science and Health Core Requirements
- Courses Not Allocated (Electives)
- Major(s)
- Minor (or Program Option)
- Pre-Professional Requirements

**GENERAL EDUCATION REQUIREMENTS**

**Not Satisfied:** GENERAL EDUCATION REQUIREMENTS - 48 Units Required (2011-Present) (RG-20008)

- Units: 48.00 required, 45.00 taken, 3.00 needed

**GE: COLLEGE WRITING**

**Satisfied:** COLLEGE WRITING (RQ-20002)

▶ College Writing I

**GE: PUBLIC ORAL COMMUNICATION**

**Satisfied:** PUBLIC ORAL COMMUNICATION - 3 Units Required (RQ-20280)

▶ Public Oral Communication

**GE: MATHEMATICAL AND LOGICAL SYSTEMS (BIO)**

**Not Satisfied:** MATHEMATICAL AND LOGICAL SYSTEMS- 7 Units Minimum Required \*\*\*\*\*WI Math Placement scores are used to determine the appropriate placement in a math course. Scores are valid for 2 years only; after that time students must retake the test.\*\*\*\*\* (RQ-20004)

▼ **Statistics**

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MTH 145	<a href="#">Elem_Statistics</a>	4.00	Fall, Spring, Summer		

View All | First 1 of 1 Last

▶ Mathematics or Computer Science

▶ Additional Mathematics, Logical Systems or Modern Languages

**GE: MINORITY CULTURES OR MULTIRACIAL WOMENS STUDIES**

**Not Satisfied:** MINORITY CULTURES OR MULTIRACIAL WOMENS STUDIES - 3 Units Required (RQ-20015)

▼ **Minority Cultures or Multiracial Womens Studies**

**Not Satisfied:** Minority Cultures or Multiracial Womens Studies - 3 Units Required (LN-010)

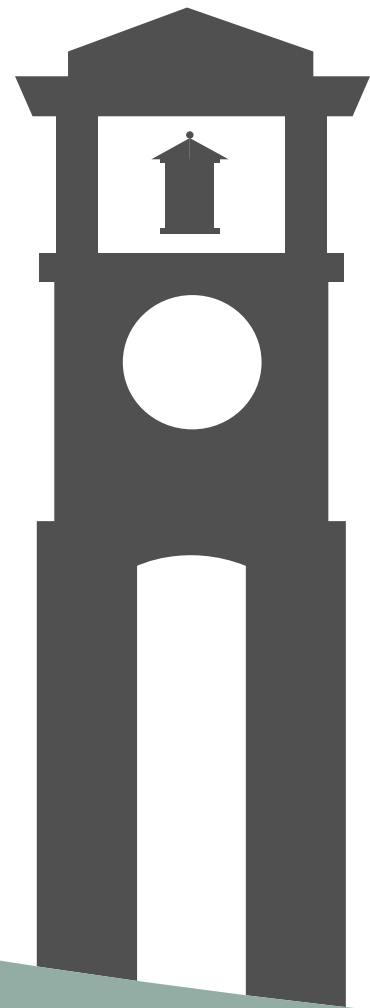
- Courses: 1 required, 0 taken, 1 needed

Collapsed Arrows = Satisfied  
Expanded Arrows = Unsatisfied



## More Advisement Report

- **Read Carefully**
  - Sometimes a certain number of Units (credits) are required
  - sometimes a certain number of Courses are required
- **GPA is listed by majors and minors**
  - UWL uses UWL grades only when determining requirements
  - The AR may not calculate credits/GPA consistently correctly when courses have been transferred or repeated



**BIOLOGY MAJOR GPA**  
 Satisfied: BIOLOGY MAJOR GPA (RQ-20309)

▼ **Biology Resident Major GPA - 2.0 Minimum Required**  
 Satisfied: Biology Resident Major GPA - 2.0 Minimum Required (includes all courses applicable to the major) (LN-010)

- GPA: 2.000 required, 3.000 actual

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
BIO 105	<a href="#">General Biology</a>	4.00	Fall 2013	B	✓
BIO 103	<a href="#">Intro Biology</a>	4.00	Fall, Spring		
BIO 202	<a href="#">Intro Bio Data Analysis Interp</a>	2.00	Summer, Winter		
BIO 203	<a href="#">Organismal Biology</a>	4.00	Fall, Spring		
BIO 210	<a href="#">Animal Biology</a>	3.00	Fall		
BIO 302	<a href="#">Intro Plant ID</a>	2.00	Fall - Odd Numbered Years		
BIO 303	<a href="#">Vertebrate Frm/Fnt</a>	4.00	Occasionally		
BIO 306	<a href="#">Genetics</a>	4.00	Fall, Spring		
BIO 307	<a href="#">Ecology</a>	3.00	Fall, Spring		
BIO 312	<a href="#">Human Anatomy &amp; Physiology I</a>	4.00	Fall, Spring, Summer		

View All | First 1-10 of 76 Last

# Registration Advising

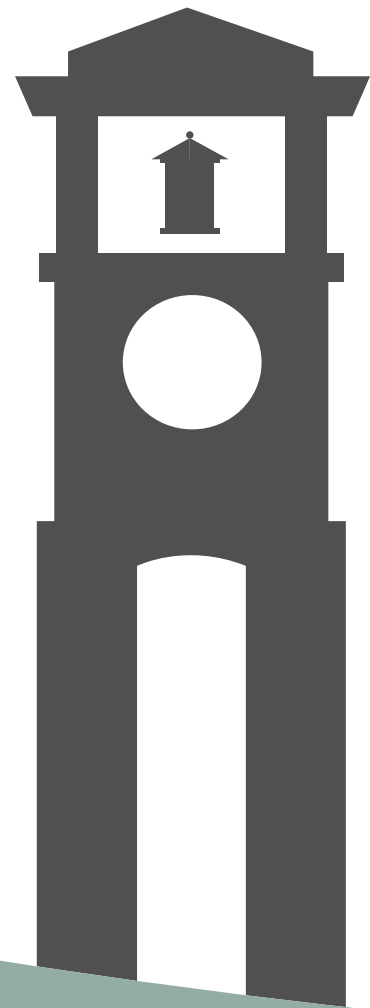
The screenshot shows the 'Academics' section of the Wings portal. On the left, there are links for 'My Class Schedule', 'Shopping Cart', 'My Planner', and 'Schedule Planner'. Below these is a dropdown menu for 'other academic...'. The main content area is titled 'This Week's Schedule' and contains a table with the following data:

Class	Schedule
CHM 104-20 LEC (1380)	MoWeFr 1:10PM - 2:05PM Cowley 156
CHM 104-21D DIS (1384)	Tu 7:45AM - 8:40AM Centennial 1403
CHM 104-23L LAB (1393)	Th 7:45AM - 10:50AM Cowley 420
ENG 110-31 LEC (1831)	MoWeFr 9:55AM - 10:50AM Wimberly 210
MTH 207-05 LEC (2478)	MoTuWeThFr 12:05PM - 1:00PM Centennial 3101

Below the table is a 'weekly schedule' link. To the right of the schedule table are several panels: 'Holds' (No Holds), 'To Do List' (No To Do's), 'Enrollment Dates' (with a link to 'Open Enrollment Dates'), and 'Advisor' (Program Advisor: Shari Schoohs, Scott Stine, 608/785-8156). At the bottom, there are links for 'Make a Deposit/Payment', 'View My Bill', and 'Grant Access to View/Pay Bill', followed by 'Personal Information' and 'Emergency Contact' sections.

• See your Advisor in the next 6 weeks to go over your AR together

- Registration time is listed on right-hand side of Wings under **Enrollment Dates**
  - Earliest time you are able to register for courses next semester (either on or after this time)
  - Freshmen will register in December



# Registration

- **Spring 2021 Class Timetable**

- Click Enroll from Student Center



Class	Schedule
SAA 706-01 LEC (3087)	We 9:55AM - 12:40PM Internet
SAA 720-412 LEC (5199)	Internet
SAA 775-411 PRA (3854)	Internet
SAA 780-01 LEC (3528)	We 9:55AM - 12:40PM Internet

- **Use WINGS to register**

- On or after your assigned date and time

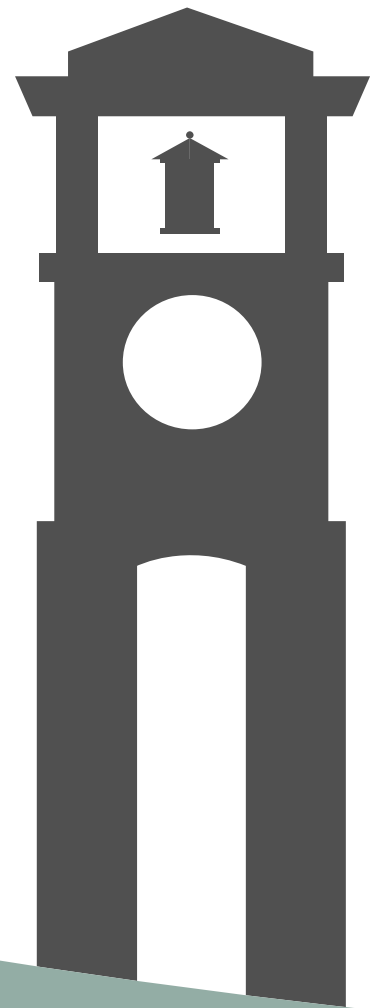
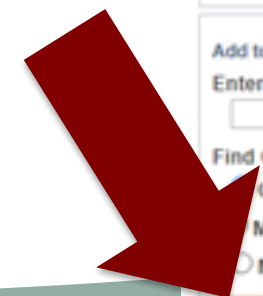
1. Select classes to add

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.

Spring 2021 | Graduate | UW-La Crosse Change Term

Spring 2021 Shopping Cart  
Your enrollment shopping cart is empty.

- For More information on how to register check out the [WINGS HELP](#) page



# Advanced Search

**Search for Classes**


UW-La Crosse | 2021 Spring  
Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number  is exactly

Course Career

Show Open Classes Only 

▼ Additional Search Criteria

Meeting Start Time  greater than or equal to

Meeting End Time  less than or equal to

Days of Week  include only these days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name  begins with

Class Nbr  ?

Course Keyword  ?

Minimum Units  greater than or equal to

Maximum Units  less than or equal to

Course Component

Session

Mode of Instruction

Location

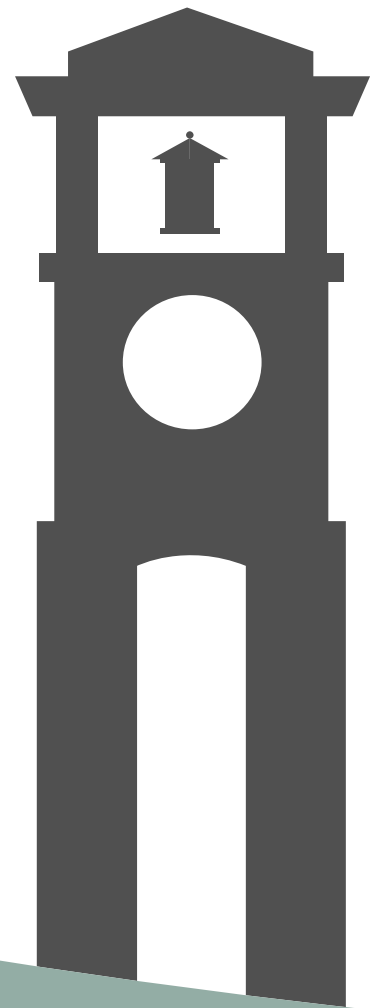
Requirement Designation

[Return to Add Classes](#)

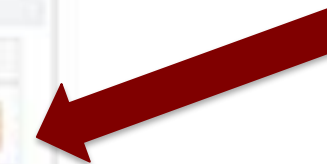
- **Search by**
  - Subject
  - Course Number
  - Days
  - Times
  - Mode of Instruction
  - Units/Credits
  - Gen Ed Categories  
**(Requirement Designation)**
  - Instructors

# Adding Courses

- **Select** the section you want to enroll into
- Follow the steps until it is in your Shopping Cart
- You will be able to enroll in the courses on or after your enrollment time



▼ SAA 708 - Social Justice and Inclusion							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
3007	01-LEC Regular	Tu 1:10PM - 3:55PM	Centennial 2215	Sheila Lozano	02/01/2021 - 05/07/2021	●	Select
<a href="#">View Books to Buy</a>							
▼ SAA 730 - Law, Policy, and Governance in Student Affairs							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
3405	01-LEC Regular	We 10:00AM - 11:15PM	Internet	Robin Hart Ruthenbeck	02/01/2021 - 05/07/2021	●	Select
<a href="#">Class Notes</a>		<a href="#">View Books to Buy</a>					
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
4587	431-LEC Regular	TBA	Arranged with Instructor	Robin Hart Ruthenbeck	02/01/2021 - 05/07/2021	●	Select
<a href="#">View Books to Buy</a>							
▼ SAA 760 - Administration of Human and Organizational Resources							



# Schedule Planner

- Figure out a class schedule by using **Schedule Planner**

A screenshot of the University of Wisconsin-La Crosse Schedule Planner interface. The 'Academics' section is expanded, showing a navigation menu with 'Search', 'Plan', 'Enroll', 'My Academics', and 'Schedule Planner'. Below the menu is a search box containing 'other academic...'. The main content area displays 'This Week's Schedule' with a table of classes. A red arrow points to the 'Schedule Planner' link in the navigation menu.

Class	Schedule
SAA 706-01 LEC (3087)	We 9:55AM - 12:40PM Internet
SAA 720-412 LEC (5199)	Internet
SAA 775-411 PRA (3854)	Internet
SAA 780-01 LEC (3528)	We 9:55AM - 12:40PM Internet

- Add course and breaks into schedule planner to generate schedules

A screenshot of the University of Wisconsin-La Crosse Schedule Planner interface. The 'Finances' section is expanded. The main content area displays the University of Wisconsin-La Crosse logo and a form for generating schedules. The form includes fields for 'Course Status' (Open Classes Only), 'Term' (Spring 2021), 'Sessions' (All Sessions Selected), and 'Instruction Modes' (All Instruction Modes Selected). A yellow instruction box says 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. Below this are sections for 'Courses' and 'Breaks', each with an 'Add' button. At the bottom, there is a 'Generate Schedules' button and a 'View Schedules' button.

UNIVERSITY of WISCONSIN  
LA CROSSE

Course Status: Open Classes Only  Term: Spring 2021

Sessions: All Sessions Selected  Instruction Modes: All Instruction Modes Selected

Instructions: Add desired courses and breaks and click Generate Schedules button!

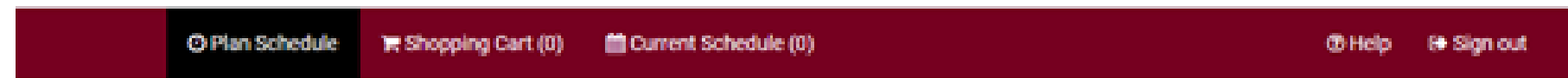
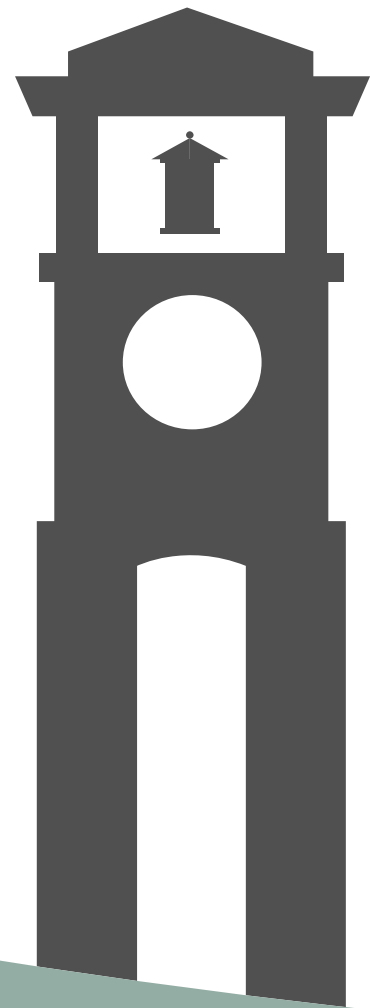
**Courses**  **Breaks**

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

**Schedules**

# Schedule Planner: Adding Courses and Adding Breaks

- You can either search courses by subject or course attribute
- To narrow possible schedules, add breaks into schedule planner



## Add Course

By Subject | Search by Course Attribute | My Planner | Search By Instructor

Subject: bio

Course: BIO - Biology, MIC - Microbiology

[Done](#) [Add Course](#)



## Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name: Lunch

Start Time: 12 : 00 am pm

End Time: 12 : 30 am pm

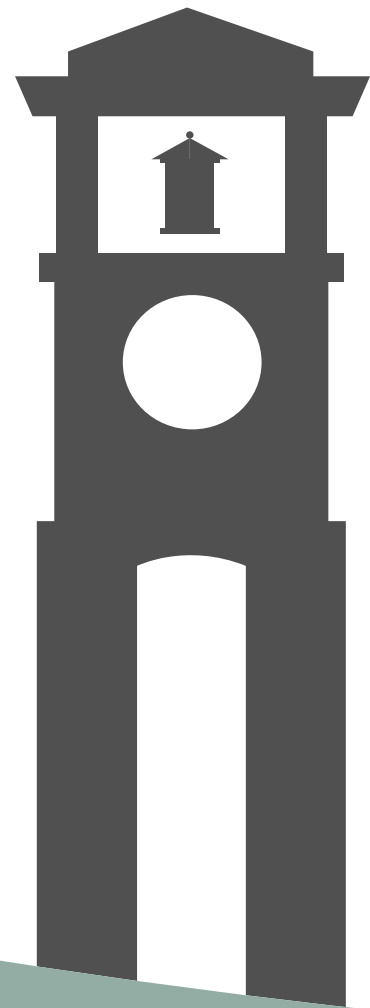
Days:  Select Weekdays

MON TUE WED THU FRI SAT SUN

[Back](#) [Add Break](#)

# Schedule Planner: Pick a Schedule

- Browse schedules



Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

SWAP

### Courses

+ Add Course

- Select All ⓧ
- BIO 203 Organismal Biology ⚙️ Options ℹ️ 🔒 ⓧ
- CHM 103 General Chemistry I ⚙️ Options ℹ️ 🔒 ⓧ
- CST 110 Communicating Effectively ⚙️ Options ℹ️ 🔒 ⓧ
- PSY 100 General Psychology ⚙️ Options ℹ️ 🔒 ⓧ

### Breaks

+ Add Break

- Select All ⓧ
- Lunch MTWThF - 12:00pm to 12:30pm ⚙️ Edit ⓧ

### Schedules

⚙️ Advanced Options 📅 View Schedules

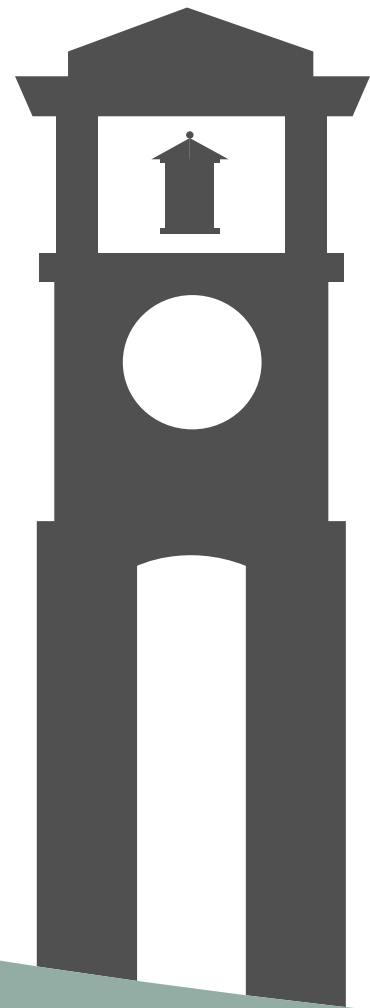
🔄 Generate Schedules

<a href="#">View</a>	1	<input type="checkbox"/>	<span>🔍</span> Lunch, 203-BIO-411, 203-BIO-413L, 103-CHM-430, 103-CHM-431D, 103-CHM-432L, 110-CST-01, 100-PSY-411
<a href="#">View</a>	2	<input type="checkbox"/>	<span>🔍</span> Lunch, 203-BIO-411, 203-BIO-414L, 103-CHM-430, 103-CHM-432D, 103-CHM-434L, 110-CST-04, 100-PSY-411
<a href="#">View</a>	3	<input type="checkbox"/>	<span>🔍</span> Lunch, 203-BIO-411, 203-BIO-414L, 103-CHM-430, 103-CHM-433D, 103-CHM-434L, 110-CST-04, 100-PSY-411
<a href="#">View</a>	4	<input type="checkbox"/>	<span>🔍</span> Lunch, 203-BIO-411, 203-BIO-414L, 103-CHM-470, 103-CHM-472D, 103-CHM-471L, 110-CST-04, 100-PSY-411
<a href="#">View</a>	5	<input type="checkbox"/>	<span>🔍</span> Lunch, 203-BIO-411, 203-BIO-414L, 103-CHM-470, 103-CHM-473D, 103-CHM-471L, 110-CST-04, 100-PSY-411



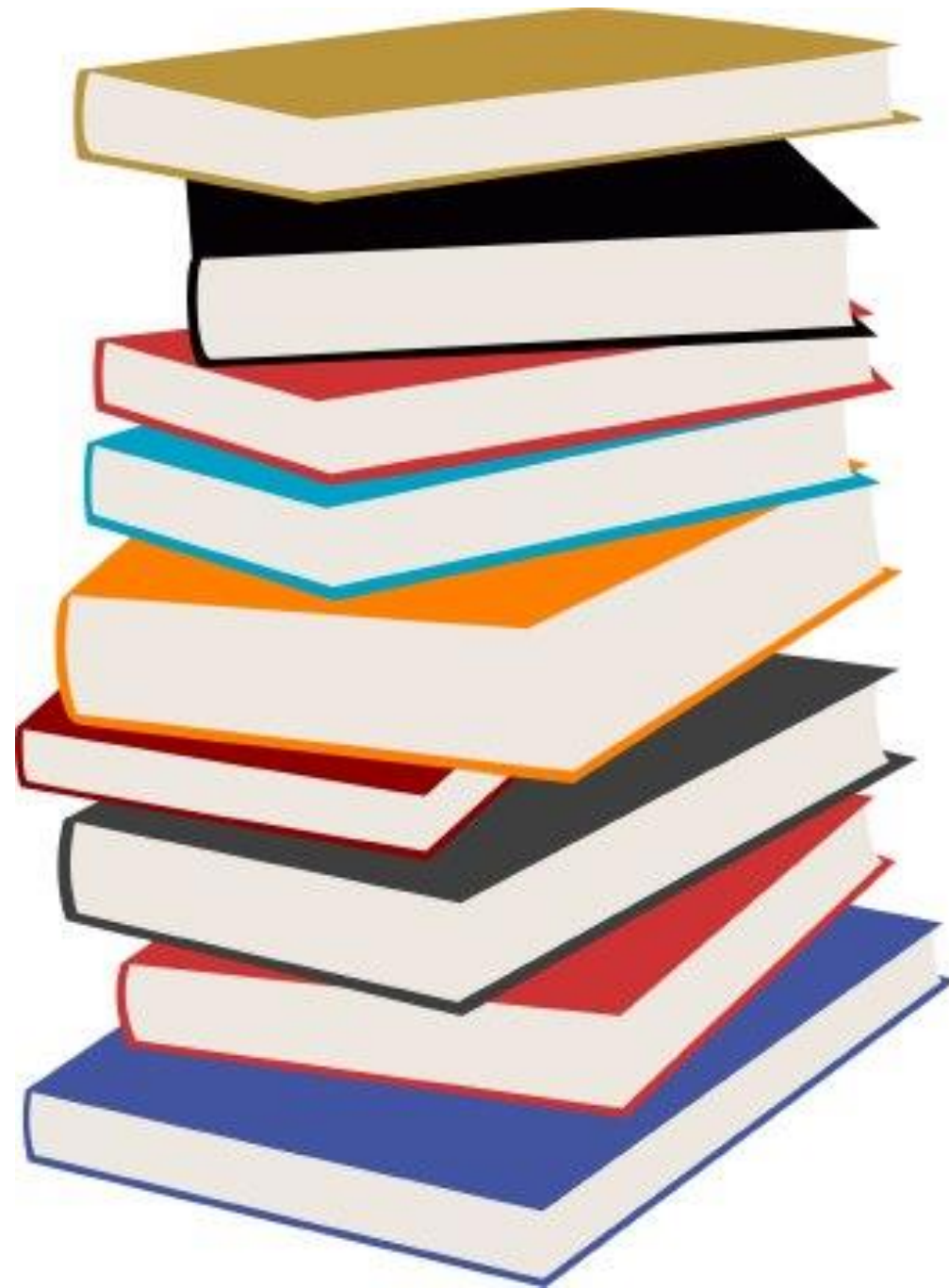
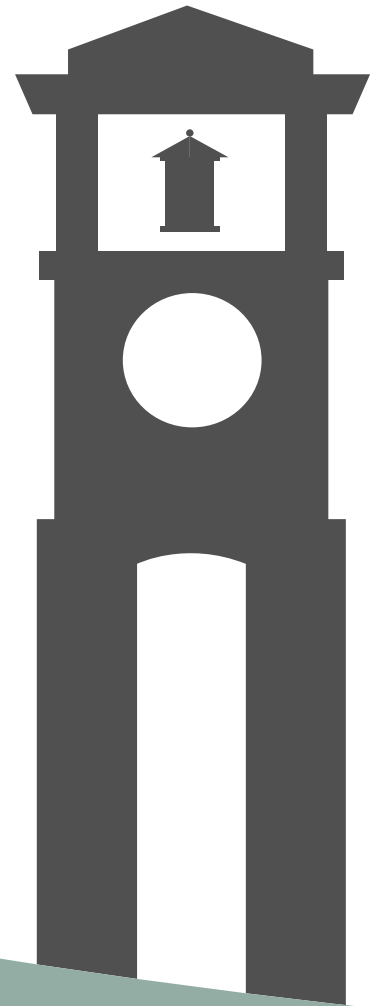
# Schedule Planner: Pick a Schedule

- Once you find a schedule that works best for you, send it to your shopping cart

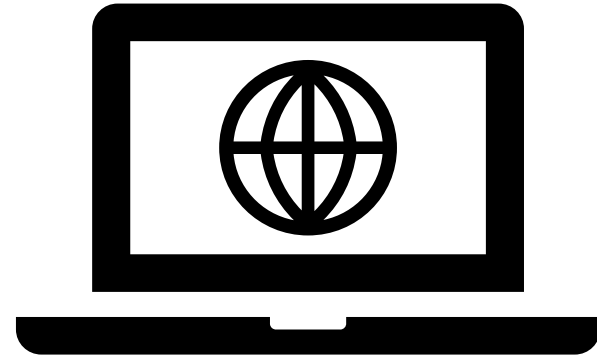


Status	Class #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Not Enrolled	1014	BIO	203	411	60	Internet INTERNET	02/01/2021 - 05/07/2021	0	Online Asynchronous
Instruction Mode: Online Asynchronous									
Not Enrolled	1089	BIO	203	413L	16	W 2:15pm - 5:15pm - Internet INTERNET	02/03/2021 - 05/05/2021	4	Online Synchronous
Instruction Mode: Online Synchronous									
Not Enrolled	4802	CHM	103	470	96	MWF 1:10pm - 2:05pm - Internet INTERNET	02/01/2021 - 05/07/2021	0	Online Synchronous
Instruction Mode: Online Synchronous									
Not Enrolled	4804	CHM	103	472D	36	Th 11:00am - 11:55am - Internet INTERNET	02/04/2021 - 05/06/2021	0	Online Synchronous
Instruction Mode: Online Synchronous									
Not Enrolled	4808	CHM	103	473L	24	T 2:15pm - 5:15pm - Internet INTERNET	02/02/2021 - 05/04/2021	5	Online Synchronous
Instruction Mode: Online Synchronous									
Not Enrolled	2235	CST	110	424	23	MWF 11:00am - 11:55am - Internet INTERNET	02/01/2021 - 05/07/2021	3	Online Synchronous
Instruction Mode: Online Synchronous									
Not Enrolled	1857	PSY	100	411	500	Internet INTERNET	02/01/2021 - 05/07/2021	3	Online Asynchronous
Instruction Mode: Online Asynchronous									
								15	

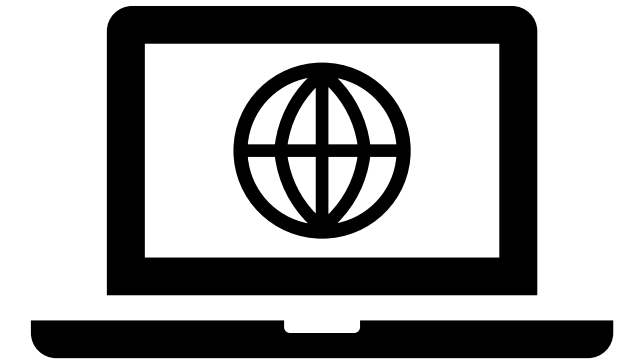
## Example Schedules



- Things to think about when choosing classes for next semester
- How to decide what to take
  - Major requirements
  - Minor requirements
  - Pre-professional requirements
  - Advisement Report
  - Talk with advisor
  - Balance



## Example Spring Semester Computer Science Major

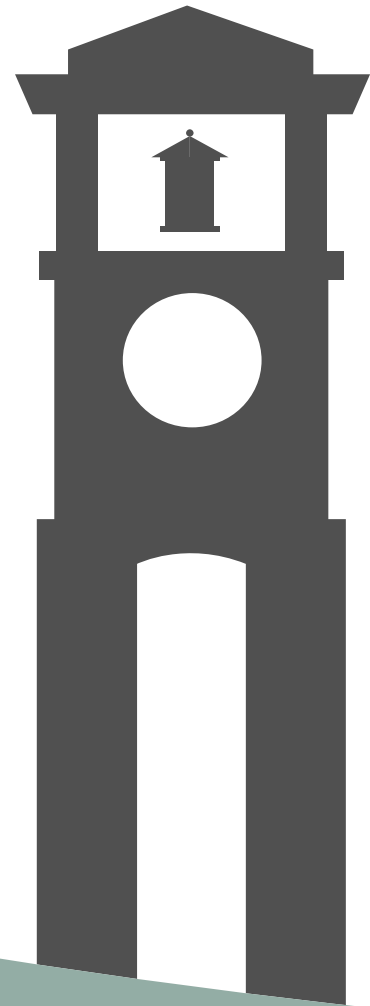


### Requirement

- Major Course
- Major Requirement from different department
- Elective
- Gen Ed
- Gen Ed

### Course

- CS 220
- MTH 208
  
- MUS 151
- CST 110
- PSY 100





# Example Spring Semester ESS- Exercise Science-Fitness Major

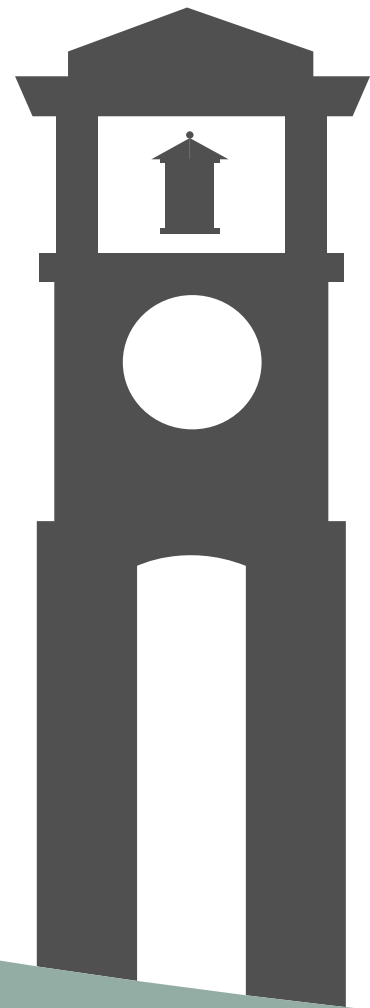


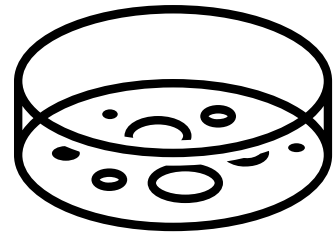
## Requirement

- Major Requirements
- Major Requirement from different department
- Gen Ed
- Gen Ed
- Gen Ed

## Course

- ESS 205
- ESS 201 and/or 207
- ECO 110
  
- HIS 101 or HIS 102
- CST 110
- ENG 200, ARTS GE, etc.





## Example Spring Semester Bio and/or Pre-Med Major

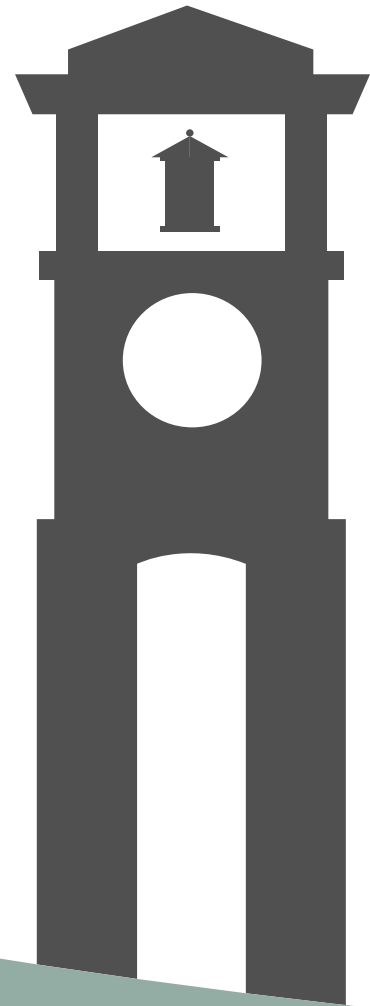


### Requirement

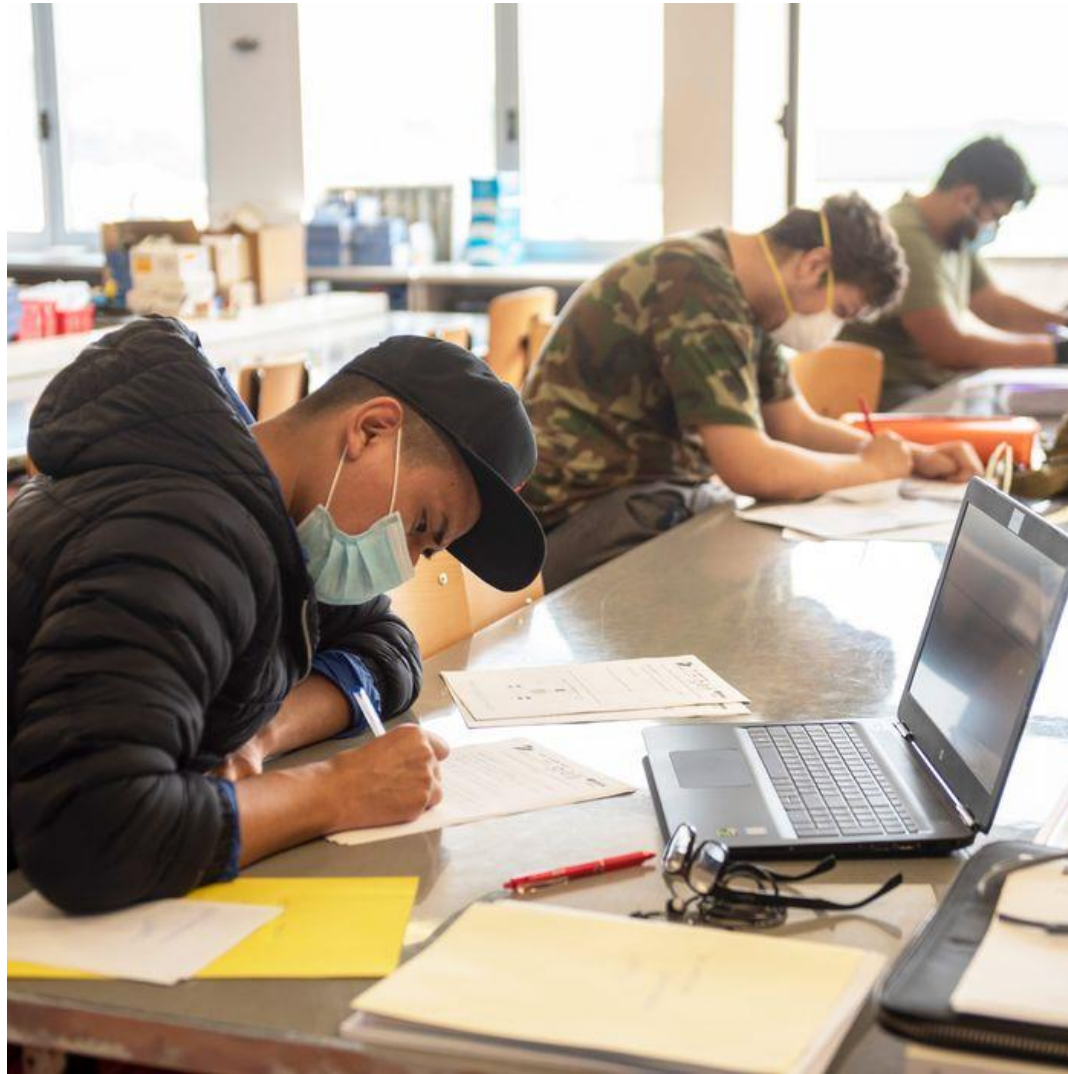
- Major Requirements
- Major Requirement for major from different dept.
- Intro to Health Careers
- Gen Ed
- Gen Ed

### Course

- BIO 203, MIC 230
- CHM 104
  
- HP 106
- GEO 110
- MUS 105

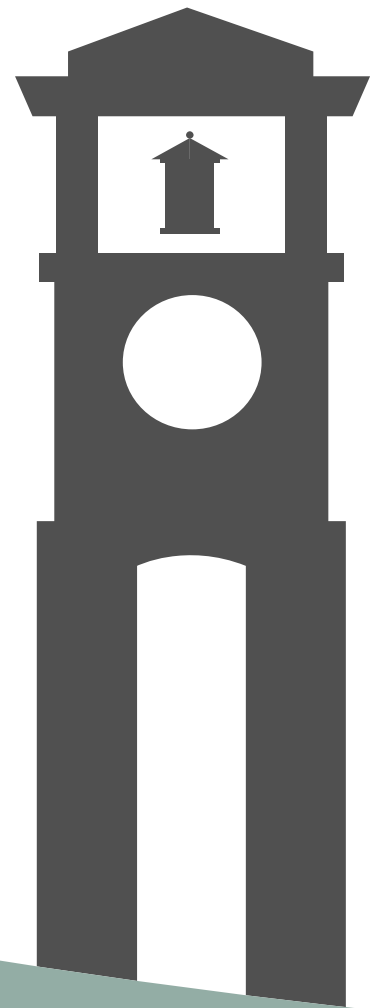


## Closed Classes...what to do???



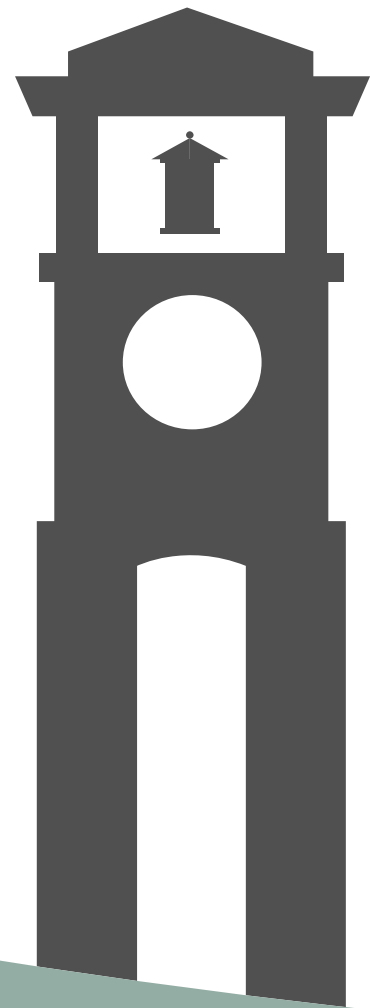
- Keep checking the class timetable
- Contact the course instructors or dept. chairs for closed classes you want (maybe they have ways to help that are not visible online)
- Visit the first class meetings for closed classes
- Whether to keep trying or give up?

Course overrides (ie, closed/full class) are at the purview of the instructor; if permission is granted, the instructor will adjust their section so that you are allowed to register (YOU still need the class in WINGS).



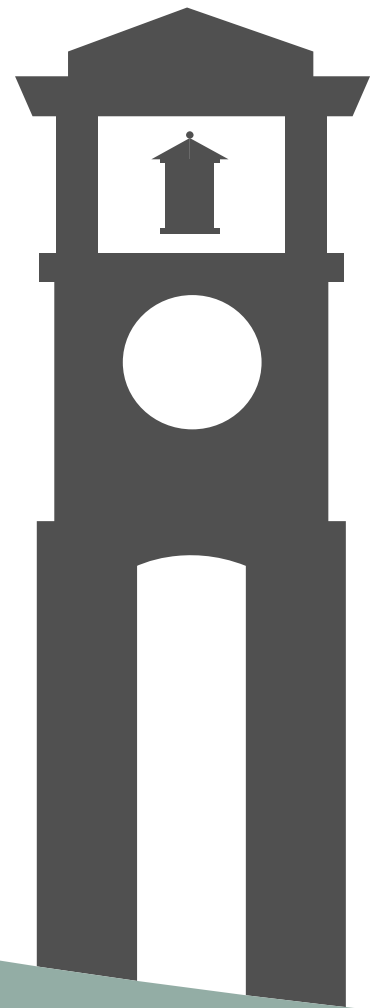
## Winter Intersession (J-Term)

- January Classes (3 weeks between semesters)
- 2-3 credit classes (many Gen Eds)
- See Class Timetable after Oct 2, 2020
- Begin enrolling at November 12, 2020
- Enrolling at another college/university?



## Transferring Courses

- Check the school's website see what's offered
- Complete Off Campus Permit form to make sure a class will transfer
  - [Off-Campus Course Evaluation form](#)
    - completed forms can be emailed to [csh@uwlax.edu](mailto:csh@uwlax.edu) or dropped off at 105 Graff Main Hall
- If from a UW System school, check Transferology
- You **cannot repeat** a course off-campus



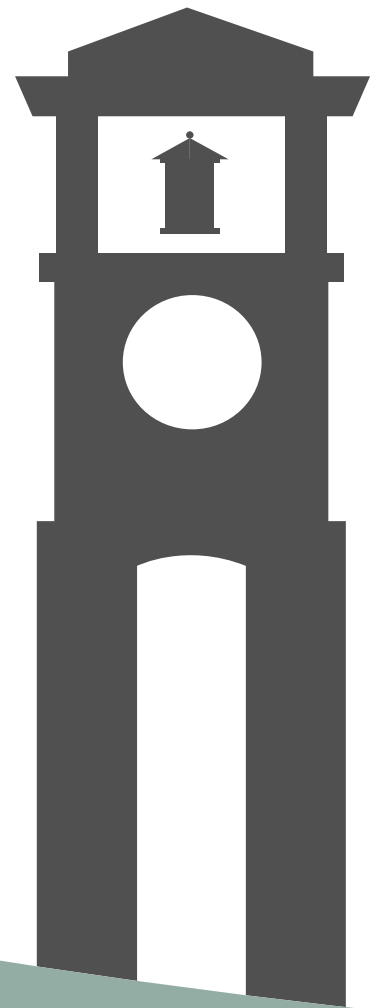


## Drop deadlines

- Check out the Records and Registration website for important deadline information
  - [uwlax.edu/Records/Dates-and-deadlines/](https://uwlax.edu/Records/Dates-and-deadlines/)

### Spring 2021

<b>Classes Begin:</b>	February 1, 2021
<b>Mid-Semester:</b>	March 19, 2021
<b>Special Class Days:</b>	N/A
<b>Holidays:</b>	N/A
<b>Semester Break:</b>	no Spring Break
<b>Last Day of Class:</b>	May 7, 2021
<b>Study Day:</b>	N/A
<b>Finals:</b>	May 10-14, 2021
<b>Commencement:</b>	Sunday, May 16, 2021
<b>Grades Due:</b>	8:00 am Friday, May 21, 2021



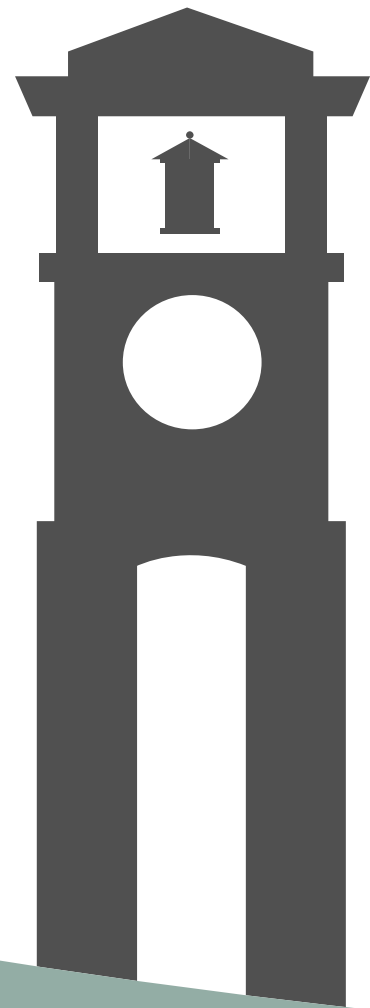
# Calculating GPA

Course	Grade	GPA		Credits		Points
BIO 105	C	2.0	x	4	=	8
ENG 110	AB	3.5	x	3	=	10.5
ART 102	B	3.0	x	2	=	6
MTH 150	B	3.0	x	4	=	12
ESS 100	P			+		
				13 (graded)		36.5

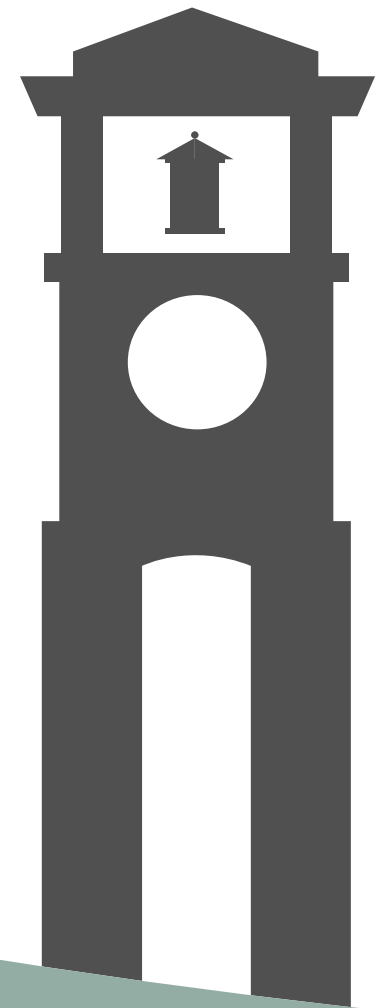
- A = 4
- AB = 3.5
- B = 3
- BC = 2.5
- C = 2
- D = 1
- F = 0

**36.5** grade points/**13** credits = **2.80 GPA**

Check out the GPA calculator by ESS Sport Management:  
[uwlax.edu/Exercise-Sport-Science/GPA-Calculators/](http://uwlax.edu/Exercise-Sport-Science/GPA-Calculators/)



# Making the Grade

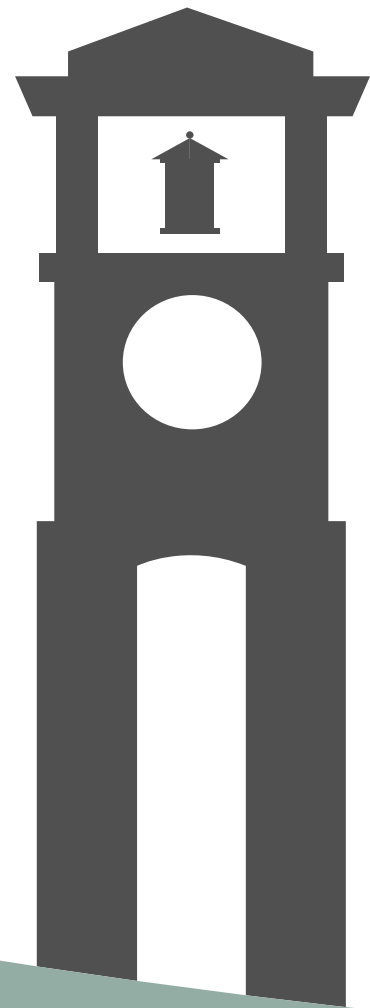


Good Standing	Warning	Probation	Suspension
Cumulative and semester GPAs $\geq$ 2.00	Cumulative GPA 2.00 or higher and semester GPA 1.00-1.99	Cumulative GPA less than 2.00. Probation takes precedence over warning	<ol style="list-style-type: none"><li>1. Semester GPA below 1.00</li><li>2. Failure to regain good standing after two consecutive semesters on probation</li><li>3. Failure to regain good standing the semester immediately following readmission from suspension</li></ol>

*See the “Academic Policies ---> Academic Eligibility” section of the UG Catalog for more information.*

## Other Resources

- **VISIT!**
  - Web - [www.uwlax.edu](http://www.uwlax.edu)
    - Current Students
    - CSH Advising site ([uwlax.edu/CSH](http://uwlax.edu/CSH))
  - Academic Advising Center (Centennial)
  - Counseling & Testing Center (Centennial)
- **READ!** online...
  - Undergraduate Catalog
  - Timetable
  - Websites for your major, minor, etc.
  - Emails from faculty and administration
- **TALK to your instructors and advisors!**



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We are all in 105 Graff Main Hall

Phone: 608/785-8218

