How Do I?
Register for Classes

Access WINS

› Click on WINS on Whitewater’s home page at www.uww.edu
› Sign into WINS
› Click on Student Center.

Check your Enrollment Appointment

Select Enrollment Date located on the right side of your Student Center page

› Select the correct Term and click change

› Your Enrollment Appointment date and time should appear.

Add Classes to Your Schedule

1. From either the Enrollment Appointment page or your Student Center page, click on Add a Class.
2. Select the Term that you are enrolling in and click change
3. Key in the 4-digit Class Number in the Enter Class Nbr field and click enter.

   OR

Search for Class. Click search. Specify the Class Search Criteria and click SEARCH.

From the Class Search Results, click select class for the section of the course you are requesting.

4. Verify the course that you are adding and click NEXT to proceed (or you may repeat Step 3 to add more courses to your enrollment shopping cart).

5. Next, click PROCEED TO STEP 2 OF 3 to confirm the course(s) that you are about to request enrollment into.

6. Click FINISH ENROLLING to complete the enrollment request process.

Things to Remember

› Classes will be held in your enrollment shopping cart until you either enroll in them or delete them by selecting the trash can.

› Symbols used in adding, dropping and swapping of courses:

   - = Open
   - = Closed
   ✓ = Enrolled
   ✗ = Dropped
   ✗ = Error: you are unable to add this class

› Print off a copy of your schedule

› Be sure to sign out of WINS to end your session

Before closing your web browser, sign out of WINS by clicking on Sign out, located in the top right corner of your page.

› Deadline Information can be found on the Registrar’s office Policy page - http://www.uww.edu/registrar/policies/index.html

For any questions or concerns please feel free to contact the Registrar’s Office (registrar@uww.edu)