


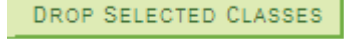
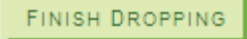



How Do I? Drop a Class

Access WINS






- ▶ **Click** on **WINS** on Whitewater's home page at www.uww.edu
- ▶ Sign into WINS
- ▶ **Click** on **Student Center**.

Dropping a Class

1. From your **Student Center** page, **click** on **Drop a Class**.
2. Select the **term** that you are dropping the course from and **click** .
3. Select the course you wish to drop by **checking** the select box appearing before the course.
4. **Click** .
5. **Verify the course** that you want to drop and **select**  to complete the process.
6. If your course has been **successfully dropped**, a  will appear.

Things to Remember

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

-  = Open
-  = Closed
-  = Success
-  = 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>