



How Do I? Change My Grade Basis

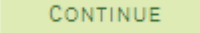
Access WINS

▶Click on **WINS** on Whitewater’s home page at www.uww.edu

▶Sign into WINS

▶Click on **Student Center**.

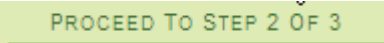
1. Click on My Class Schedule Select a Term

Click 

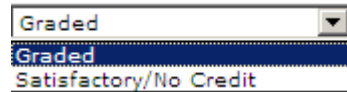
2. Click Edit at the top of the page



3. Under Classes You Are Allowed To Edit, Select the appropriate Course From Your Schedule.

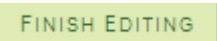
Click 

4. Under Class Preferences, Change the Grading Basis



Click 

5. Confirm Your Selections and






Click 

6. View Results and Check the **Status** for the action performed.

7. Always Go back and Check your Schedule.

Things to Remember

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

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

▶**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>

▶**Policies** – Please refer to the **Grading Basis** policy for restrictions. <http://www.uww.edu/registrar/policies/index.html>