

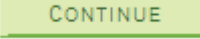


## How Do I? Change the Number of Units for a Course

### Access WINS

- ▶Click on **WINS** on Whitewater’s home page at [www.uww.edu](http://www.uww.edu)
- ▶Sign into WINS
- ▶Click on **Student Center**.

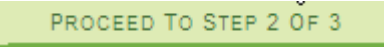
### 1. Click on My Class Schedule Select a Term

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.

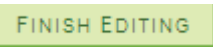
Click 

### 4. Under **Class Preferences**, Change the **Units**



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>

▶**Units** can only be changed on variable credit courses.