



How Do I?

Adjust My Course Units

Version 9.0

Access WINS

▶ **Click** on **WINS** on UW-Whitewater's home page at www.uww.edu

▶ Sign into WINS

Change Units

1. **Click** on **Self Service**.

2. **Click** on **Student Center**.

3. From the Academics section **select** **Enrollment: Edit** from and **click**

4. **Select** the **term** from which you would like to make changes and **click**

5. Under Classes You Are Allowed To Edit, **select** the appropriate class from your schedule and **click**

6. Under Class Preferences **select** the Units value for which you would like to be registered.

Units

7. **click**

8. **Confirm Your Selections** and **click**

9. **View Results** and confirm the Status for the action performed. **Success: Class updated.**

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**

▶ **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.

▶ **Always verify your class schedule.**