



How Do I? Change My Grade Basis

Access WINS

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

▶Sign into WINS

Change Grade Basis

1. Click on **Self Service**.
2. Click on **Student Center**.
3. Under the Academics section select **Enrollment: Edit** from

4. Click go

5. Select the appropriate **Term**

6. Click

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

8. Click

9. Under **Class Preferences**, Change the Grading Basis

Click

10. **Confirm Your Selections** and Click

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

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**

▶**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>