



## How Do I? Register for Classes

### Access WINS

▶ **Click** on **WINS** on Whitewater's home page at [www.uww.edu](http://www.uww.edu)

▶ Sign into WINS

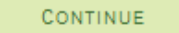
### Check your Enrollment Appointment

▶ **Click** on **Self Service**.

▶ **Click** on **Student Center**.

▶ Under the **Enrollment** section **Click** on **Enrollment Dates**.

▶ Select the correct **Term** and

**click** 

### Add Classes to Your Schedule

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

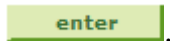
2. **Click** on **Student Center**.

3. Under the Academics section **click** on **Enroll**.

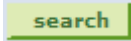
4. Select the **Term** you are enrolling

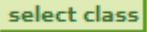
in and **click** 

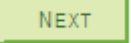
5. Key in the 4-digit **Class Number** in the **Enter Class Nbr** field and

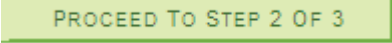
**click** 

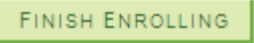
**OR**

**Select**  to perform a class search from the find classes section.


From the **Class Search Results**, **click**  for the section of the course you are requesting.

5. **Verify the course** that you are adding and **click**  to proceed (or you may repeat Step 3 to add more courses to your enrollment shopping cart).

6. Next, **click**  to confirm the course(s) that you are about to request enrollment into.


7. **Click**  to complete the enrollment request process.


## Things to Remember


▶ Classes will be held in your enrollment shopping cart until you either enroll in them or delete them by selecting the trash can .

▶ **Recommendation:** Empty Enrollment Shopping Cart between each transaction.


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

 = Open

 = Closed

 = Enrolled

 = 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**

▶ **Deadline** Information can be found on the Registrar's office Policy page -

<http://www.uww.edu/registrar/policies/index.html>