



How Do I? Register for Classes

Access WINS

- ▶ **Click** on **WINS** on Whitewater's home page at www.uww.edu
- ▶ Sign into WINS
- ▶ **Click** on **Student Center**.

Check your Enrollment Appointment

Select **Enrollment Date** located on the right side of your **Student Center** page

- ▶ Select the correct **Term** and **click**
- ▶ Your **Enrollment Appointment** date and time should appear.

Add Classes to Your Schedule

1. From either the **Enrollment Appointment** page or your **Student Center** page, **click** on **Add a Class**.
2. Select the **Term** that you are enrolling in and **click** .
3. Key in the 4-digit **Class Number** in the **Enter Class Nbr** field and **click** .

OR

Search for Class. **Click** . Specify the **Class Search Criteria** and **click** .

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

4. **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).
5. Next, **click** to confirm the course(s) that you are about to request enrollment into.
6. **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 .
- ▶ **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**

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>