

# **UW***insite*

## STUDENT

### REGISTRATION GUIDE



University  
of Windsor

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# Before You Begin

If you are a new UWindsor student, you will need to complete the following items before you start to register for classes:

- Review and accept your offer of admission from UWindsor.
- Set up your multi-factor authentication options.
- Extend your UWin Account.

If you need help with any of these tasks, visit the Next Steps website at [www.uwindsor.ca/nextsteps](http://www.uwindsor.ca/nextsteps). The What To Do Next timeline addresses each item and links to resources to assist you.

## WHAT TO DO NEXT?

Registering your courses will take careful planning to ensure you get the class schedule that works best for you. The steps below will help you get started but if you're having trouble at any point [contact your program](#) or reach out to us at [ask.UWindsor](#).

Please select the options that describe you best

Level Of Study  Enrolment Term

**STEP 1**  
**REVIEW YOUR OFFER**  
Review your Offer of Admission letter and verify your program. You'll also want to take note of any conditions to your offer of admission and complete them by the date indicated in your letter.

[HOW DO I REVIEW MY OFFER?](#)

# Getting Started in UWinsite Student

UWinsite Student is the University of Windsor's student information platform.

## UWinsite Student Navigation Tips

- UWinsite Student works best in the Google Chrome browser.
- UWinsite Student is a web-based application accessed within an Internet browser. Remember to use UWinsite Student's navigation controls, not your browser's back button.
- UWinsite Student is largely mobile friendly, dynamically adapting according to the size of the browser window on devices like smartphones, tablets, laptops or desktops. **It is recommended, however, to use a laptop or desktop computer for registration.**

## Sign in to UWinsite Student

1. In your web browser, preferably Google Chrome, go to [www.uwindsor.ca/uwinsitestudent](http://www.uwindsor.ca/uwinsitestudent).
2. Click the **SIGN IN TO UWINSITE STUDENT** button.
3. On the **Sign in** screen, enter (or select) your **UWinID@uwindsor.ca** (including the "@uwindsor.ca" part). Click the **Next** button.
4. On the **Enter password** screen, enter your **UWin Account password**. Click the **Sign in** button.

The screenshot shows the UWinsite Student web application. At the top left is the University of Windsor logo. To its right is a navigation bar with a yellow 'FUTURE STUDENTS' button, a 'uwin.UWindsor' link, a search icon, and a 'MENU' button. Below the logo is a dark sidebar menu for the 'Office of the Registrar' with links: Home, COVID-19 Updates, Academic Calendars, Timetable Information, UWinsite Student (highlighted), Transfer Students, Fee Estimator, Where do I pay?, Testing Centre, Change of Program/Major, Apply for Re-admission, Change of Name, and Degree Verification. The main content area features a large photo of students. Below the photo is a breadcrumb trail: 'UWindsor Home > Office of the Registrar > UWinsite Student'. The title 'UWinsite Student' is prominently displayed. Below this are three main action buttons: 'SIGN IN TO UWINSITE STUDENT' (with a mouse cursor icon), 'FIRST-TIME ACCOUNT ACTIVATION' (with a star icon), and 'UWIN ACCOUNT SERVICES' (with a right arrow icon). Each button has a brief description below it: 'UWinID@uwindsor.ca and UWin Account password required.' for sign-in, 'UWin Account activation for first-time and returning students.' for activation, and 'Extend your UWin Account, change your password, and more.' for services.

## Set Up Your Profile

When you sign in to **UWinsite Student** you will see the **Student Homepage**. This is the default homepage for all current students.

To get started in the system, it is important to set up your profile and ensure your personal information is correct. To validate and/or update your personal information:

1. On the **Student Homepage**, click the **Profile** tile.
2. View or change your personal information through the following tabs in the left navigation menu:
  - Contact Details
  - Addresses
  - Emergency Contacts
  - Personal Details
  - Personal Identification Number
3. Click **Save** if you make any changes to your personal information.

**Note:** If you wish to receive a T2202 (Tuition and Enrolment Certificate) – which is the tuition tax credit form – from UWindsor, you must provide your Social Insurance Number (SIN) in UWinsite Student under **Profile > Personal Details**.

## Share My Information

If you wish to grant access to your academic and/or financial accounts to a family member or sponsor, you will need to provide authorization in UWinsite Student. To share your information:

1. On the **Student Homepage**, click the **Profile** tile.
2. Click the **Share My Information** tab in the left navigation menu.
3. Click **Delegate Access To A New Contact**.
4. Read the Terms and Conditions. If you agree, click **I Accept**.
5. On the **Share My Information - Details** page, enter the required information about the individual to whom you are delegating access. Identify the type(s) of information you are delegating access to by using the checkboxes next to each row in the table.
6. Click the **Save** button.
7. Click **OK** to confirm the submission of your request.

# Registration Fundamentals

## University Academic Calendars

The Academic Calendars are a comprehensive guide to all undergraduate and graduate programs and courses available at the University of Windsor. They outline the academic regulations and standards, program degree requirements, and general University policies for all undergraduate and graduate programs (with the exception of Law).

The official calendars are available from [www.uwindsor.ca/academic-calendars](http://www.uwindsor.ca/academic-calendars). The University of Windsor publishes web calendars on a semester basis (Fall, Winter, and Spring). Please become familiar with these regulations.

**Note:** Students may follow the academic rules and program regulations set out in the calendar of the term in which they were first admitted to the program or any subsequent calendar.

## Timetables

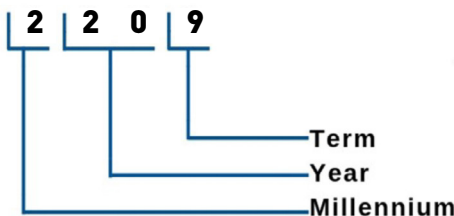
Once published, timetables for a term are available online at [www.uwindsor.ca/timetables](http://www.uwindsor.ca/timetables).

## Term Naming

In UWinsite Student, terms are displayed as four-digit numbers:

Millennium (1 digit) + Year (2 digits) + Month when the term starts (1 digit)

In the example below, 2209, represents the Fall 2020 term.



Term Descriptor	Term Description
1	Winter
5	Inter/Summer
9	Fall

## Course Codes

University of Windsor course codes begin with a four-letter subject code identifying the discipline followed by the catalogue number. The first digit of the catalogue number signifies the level of study, while the last three digits are determined by the academic area.

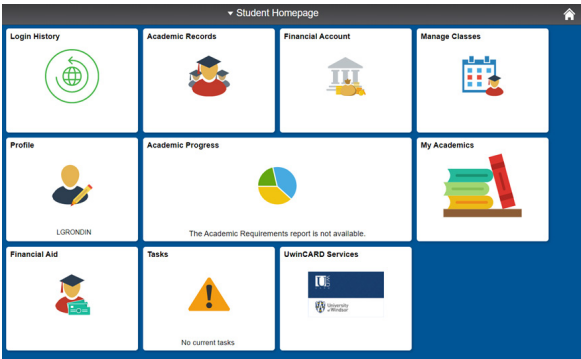
SUBJECT CODE	CATALOGUE NUMBER
BIOL	1   400

First digit signifies level of study:

- 1xxx - first year undergraduate course
- 2xxx - second year undergraduate course
- 3xxx - third year undergraduate course
- 4xxx - fourth year undergraduate course
- 5xxx - second-entry programs (Education, Law)
- 6xxx - post baccalaureate diploma or certificate courses
- 8xxx - Masters and Doctoral level courses
- 9xxx - Doctoral level courses

# Manage Classes

To plan your courses and register in classes in UWinsite Student, you will use the **Manage Classes** tile on the Student Homepage.



# Shopping Cart

The Shopping Cart functions like a planner in UWinsite Student. It is found under the **Manage Classes** tile.

The Shopping Cart allows you to plan and view all of your classes prior to your registration appointment time. It is important to note, however, **that you are not enrolled in the classes in your Shopping Cart.**

In your Shopping Cart you have the option to **Validate** your classes against your academic plan, **Delete** courses you no longer wish to take prior to enrolment, and/or **Enrol** in multiple classes at one time, once your registration appointment opens.

Student Homepage

View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

Swap Classes

Browse Course Catalog

Enroll by My Requirements

Download Schedule

Exams

View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

Swap Classes

Browse Course Catalog

EnrollDeleteValidate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 3206	MSCI 3050 Stat Quality Design & Control	Regular Semester (R)	More meeting details available			3.00	Open Seats 54 of 60	<a href="#">Change Preferences</a>





## Final Exam Schedule

Consistent with exam scheduling practices at other Canadian universities, UWindsor releases its final exam schedule after the semester is underway. This timeline is designed to reduce the number of conflicts in the exam schedule. As a result, **your final exam dates will not be known when you register for your classes.** Final exam dates and times will therefore not be included in your course outlines at the start of the semester. To find out when final exam schedules are posted, please read [this ask.UWindsor article](#).

The dates for final exam periods are posted on the Office of the Registrar's website. You must be available for the entire [final exam period](#) for the session/semester in which you are enrolled.

# New for Fall 2021

UWindsor Fall 2021 courses will be delivered through a blend of face-to-face and online courses. There are some important pieces of information that will help you with course registration for the Fall 2021 semester. These include new definitions for how classes may be offered and what you need to keep in mind when registering for these classes.

## Not Applicable/Blank

<b>PHIL 1100</b>						
Introduction to Western Philosophy						
★ <a href="#">Add to favorite courses</a>						
▶ <a href="#">Course Information</a>						
▼ <a href="#">Class Selection</a>						
Select a class option ⓘ						
Option	Status	Session	Class	Meeting Dates	Days and Times	Room
1	Open	Regular Semester (R)	LEC - Class Sect 1 - Class Nbr 1153	09/09/2021 - 12/08/2021	Not Applicable	Asynchronous Online

If you see “Not Applicable” listed under Days and Times when adding a course to your shopping cart in UWinsite Student, it means the course will be offered asynchronously. Asynchronous courses are usually designed without components such as live lectures or class meetings, and often have highly flexible schedules.

## Asynchronous Online

<b>PHIL 1100</b>									
Introduction to Western Philosophy									
★ <a href="#">Add to favorite courses</a>									
▶ <a href="#">Course Information</a>									
▼ <a href="#">Class Selection</a>									
Select a class option ⓘ <span style="float: right;">Selected filters 2 options</span>									
Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	
1	Open	Regular Semester (R)	LEC - Class Sect 1 - Class Nbr 1153	09/09/2021 - 12/08/2021	Not Applicable	Asynchronous Online	Brian Macpherson	Open Seats 40 of 40	

Another way that an asynchronous course may be designated is through the Room associated with the class. If the room is listed as ‘Asynchronous Online’, it means the course will be offered asynchronously. As stated above, asynchronous courses are usually designed without components such as live lectures or class meetings, and often have highly flexible schedules.

## Synchronous Online

If you see Days and Times listed for a course along with associated Room of ‘Synchronous Online’ when adding a course in UWinsite Student, it means the course will be offered online but at a scheduled meeting time. Synchronous courses are usually designed and facilitated using digital/web-based technologies. Classes meet online in real-time at scheduled meeting times.



## MKTG 2320

Marketing Problems-Applications and Decisions

★ Add to favorite courses

► Course Information

▼ Class Selection

Select a class option ⓘ

Selected Filters 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Semester (R)	LEC - Class Sect 1 - Class Nbr 1719	09/09/2021 - 12/08/2021	Wednesday 4:00PM to 6:50PM	Synchronous Online	Hajar Fatemi-Shariatpanahi	Open Seats 30 of 30

## Livestream (Hyflex)

If you see two or more sections of a course where the Class has a section number ending in 'A', 'B' or 'O' (for example), where the 'A' or 'B' section has a classroom associated with it and the 'O' section has the associated Room of 'Livestream (Hyflex)', it means the course is hyflex. This means that you have the option to select either the face-to-face section ('A' or 'B') OR the online section ('O') when registering. Hyflex courses mean the content is designed to provide choice to students in how they learn. Students in the online section will join real-time classes via digital or web-based technologies. All students, regardless of the section they choose will be participating in the same lecture at the same time, allowing an integration of online and face-to-face learners. Examinations in Hyflex courses will take place online.

### GREK 1100

Introduction to Ancient Greek I

★ Add to favorite courses

► Course Information

▼ Class Selection

Select a class option ⓘ

Selected Filters 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Semester (R)	LEC - Class Sect 1A	Class Nbr 3175 09/09/2021 - 12/08/2021	Tuesday Thursday 11:30AM to 12:50PM	Toldo Health Education Ctr 100	Patricia Fagen	Open Seats 20 of 23
2	Open	Regular Semester (R)	LEC - Class Sect 1O	Class Nbr 3838 09/09/2021 - 12/08/2021	Tuesday Thursday 11:30AM to 12:50PM	Livestream (Hyflex)	Patricia Fagen	Open Seats 15 of 15

## Face to Face – In Person

If you see a class with a schedule Day and Time as well as a classroom assigned under Room it means that the course will be offered face to face/in person only. There may be limited opportunities to have an accommodation for online learning in discussion with the Instructor.

For more information on the various types of course delivery modes, [click here](#).

### MGMT 1000

Business Communications

★ Add to favorite courses

► Course Information

▼ Class Selection

Select a class option ⓘ

Selected Filters 4 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Semester (R)	LEC - Class Sect 1 - Class Nbr 1676	09/09/2021 - 12/08/2021	Tuesday Thursday 11:30AM to 12:50PM	Odette Building 104	Sandra Nejosian	Open Seats 50 of 50

## FILM 2100

Film Production III

★ Add to favorite courses

► Course Information

▼ Class Selection

Select a class option								Selected Filters 2 options	
Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	
1	Open	Regular Semester (R)	LEC - Class Sect 1 - Class Nbr 3250	09/06/2021 - 12/08/2021	Tuesday 11:00AM to 12:50PM	Synchronous Online	Tony Lau	Open Seats 40 of 40	
			LAB - Class Sect 52A - Class Nbr 3252		Friday 10:00AM to 10:50AM	Erie Hall STU A	Tony Lau	Open Seats 10 of 10	
					Friday 10:00AM to 10:50AM	Erie Hall STU A	Tony Lau		
					Friday 10:00AM to 10:50AM	Erie Hall STU A	Tony Lau		
					Friday 10:00AM to 10:50AM	Erie Hall STU A	Tony Lau		
					Friday 10:00AM to 10:50AM	Erie Hall STU A	Tony Lau		
					Friday 10:00AM to 10:50AM	Erie Hall STU A	Tony Lau		
					Friday 10:00AM to 10:50AM	Erie Hall STU A	Tony Lau		

[More schedule details available.](#)

## Other Important Information

In addition to the various ways courses will be scheduled for Fall 2021, it will be important to review the class notes and schedules in more detail. This information can be viewed by clicking the Class hyperlink.

Class Information

Class Details

Meeting Information

Enrollment Information

Class Availability

Textbook/Other Information

**FILM 2100 Film Production III**

**LAB - Class Sect 52A - Class Nbr 3252**

**Status : Open**

**Requirement**

Please refer to the Academic Calendar for course prerequisite information.

**Class Note**

In class on weeks 1, 3, 5, 7, 9 and 11 and online on weeks 2, 4, 6, 8, 10 and 12. Please contact the instructor for any online course option or accommodation.

Further information and notes for the class will be shown under 'Enrollment Information'. This can include information on days, times, groups, or other pertinent information associated with the class section. Please note that different information may be available for each component of the class (ie notes on the lecture section as well as different notes on the lab section, if applicable).

Further details on the class can be seen under 'Meeting Information'. This can include more detailed information on when the class will be offered. As an example, this can include information on the weeks that the class will meet face to face.

Class Information				
Class Details	Meeting Information	Enrollment Information	Class Availability	Textbook/Other Information
FILM 2100 Film Production III LAB - Class Sect 52A - Class Nbr 3252				Status : Open
Meeting Dates	Days	Times	Room	Instructor
09/09/2021 - 09/10/2021	Friday	10:00AM to 10:50AM	Erie Hall STU A	Tony Lau
09/20/2021 - 09/24/2021	Friday	10:00AM to 10:50AM	Erie Hall STU A	Tony Lau
10/04/2021 - 10/08/2021	Friday	10:00AM to 10:50AM	Erie Hall STU A	Tony Lau
10/25/2021 - 10/29/2021	Friday	10:00AM to 10:50AM	Erie Hall STU A	Tony Lau
11/06/2021 - 11/12/2021	Friday	10:00AM to 10:50AM	Erie Hall STU A	Tony Lau
11/22/2021 - 11/26/2021	Friday	10:00AM to 10:50AM	Erie Hall STU A	Tony Lau

Information on seating reserves and other information about the seats available in a class may be found under 'Class Availability'. This will provide information about whether some seats have been set aside for specific groups of students.

FILM 2100 Film Production III  
LAB - Class Sect 52A - Class Nbr 3252

Class Capacity	Enrollment Total	Available Seats	Waitlist Capacity
10	0	10	9999

### Class Swaps

If a class is full or a section of a hyflex course offering is full, there is the opportunity to place yourself on the wait list for that class. To be automatically enrolled in the wait listed course should a seat become available, it will be very important to set up a 'Swap'. To find out more about how to manage classes on a UWinsite Student wait list and set up a Swap, [click here](#).

# Planning Your Classes in UWinsite Student

You can start planning your classes and adding them to your Shopping Cart in UWinsite Student when the validation period opens. The validation period is when the timetable for the next semester is close to final and the courses being offered are visible in UWinsite Student. Typically, the validation period starts two to three weeks before registration begins.

The preferred method for placing your classes into the **Shopping Cart** is through **Class Search and Enrol**. This method shows you just the courses that are offered during the term for which you are planning.

To get started planning your classes:

1. On the **Student Homepage**, click the **Manage Classes** tile.
2. Click the **Class Search & Enrol** tab in the left navigation menu.
3. Select the term in which you will be registering.
4. In the **Search for Classes** field, enter a subject area, topic or course code.
5. From the **Search Results**, select a course.
6. On the **Course Information** page you will see all class sections for the term you selected. Some classes have one section while others have multiple sections. Under **Class Selection**, you can view the time, date, instructor, location and available seats for each section of the class.
7. Select a class section. You can click anywhere on the class *except* for the Lecture or Lab link to select it.

<a href="#">View My Classes</a>	<b>STEN 4980</b>																																											
<a href="#">Shopping Cart</a>	Strategic Management																																											
<a href="#">Class Search and Enrol</a>	★ <a href="#">Add to favorite courses</a>																																											
<a href="#">Drop Classes</a>	▶ <a href="#">Course Information</a>																																											
<a href="#">Swap Classes</a>	▼ <a href="#">Class Selection</a>																																											
<a href="#">Browse Course Catalog</a>	Select a class option ⓘ <span>Selected Filters 3 options</span>																																											
<a href="#">Enroll by My Requirements</a>	<table><tr><th>Option</th><th>Status</th><th>Session</th><th>Class</th><th>Meeting Dates</th><th>Days and Times</th><th>Room</th><th>Instructor</th><th>Seats</th></tr><tr><td>1</td><td>Open</td><td>Regular Semester (R)</td><td><a href="#">Lecture - 2112</a></td><td>10/09/2020 - 09/12/2020</td><td>Monday Wednesday 11:30 to 12:50</td><td>Online</td><td>Hongwei Xu</td><td>Open Seats 1 of 45</td></tr><tr><td>2</td><td>Open</td><td>Regular Semester (R)</td><td><a href="#">Lecture - 2113</a></td><td>10/09/2020 - 09/12/2020</td><td>Monday Wednesday 13:00 to 14:20</td><td>Online</td><td>Hongwei Xu</td><td>Open Seats 22 of 45 &gt;</td></tr><tr><td>3</td><td>Open</td><td>Regular Semester (R)</td><td><a href="#">Lecture - 3216</a></td><td>10/09/2020 - 09/12/2020</td><td>Tuesday Thursday 16:00 to 17:20</td><td>Online</td><td>Guangrui Guo</td><td>Open Seats 9 of 45 &gt;</td></tr></table>								Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	1	Open	Regular Semester (R)	<a href="#">Lecture - 2112</a>	10/09/2020 - 09/12/2020	Monday Wednesday 11:30 to 12:50	Online	Hongwei Xu	Open Seats 1 of 45	2	Open	Regular Semester (R)	<a href="#">Lecture - 2113</a>	10/09/2020 - 09/12/2020	Monday Wednesday 13:00 to 14:20	Online	Hongwei Xu	Open Seats 22 of 45 >	3	Open	Regular Semester (R)	<a href="#">Lecture - 3216</a>	10/09/2020 - 09/12/2020	Tuesday Thursday 16:00 to 17:20	Online	Guangrui Guo	Open Seats 9 of 45 >
Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats																																				
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3	Open	Regular Semester (R)	<a href="#">Lecture - 3216</a>	10/09/2020 - 09/12/2020	Tuesday Thursday 16:00 to 17:20	Online	Guangrui Guo	Open Seats 9 of 45 >																																				
<a href="#">Download Schedule</a>																																												
<a href="#">Exams</a>																																												

8. You'll now be directed to the confirmation process:

- Review **Class Selection** and click **Next**.
- Review **Class Preferences**.
  - o This is where you have the option to add yourself to the waitlist if the class is full. Select **Yes** if this will not put you in course overload (normally 5 classes, but check your program).
  - o Select **No** if having this course on the waitlist would put you in course overload. You will instead need to use **Swap Classes** so UWinsite Student knows what course to drop if you are to reach the top of the waitlist. (See the Swap Classes section on page 9 for more information.)
  - o Click **Accept**.
- On the **Enrol** or **Add to Cart** page, click the **Add to Shopping Cart** radio button and then click **Next**.
- On the **Review and Submit** page, review your selections and then click **Submit**.
- A confirmation pop-up window will ask "Are you sure you want to submit?" Click **Yes** unless you wish to make a change in which case click **No**. Then click **Exit** in the top left corner of the page.

You'll need to repeat the class search and enrol process for your other classes.

We also recommend that you add one or two extra classes to your Shopping Cart in case one of your preferred classes is full when you register. This is particularly important if you plan to register in a full course load. Having one or more extra classes in your Shopping Cart at the time of registration makes it easier to waitlist a course using Swap Classes.

It is important to note that you are NOT registered in any classes at this point! All you have done so far is add classes to your Shopping Cart. The next step is to validate your class selections.



# Validating Your Classes in UWinsite Student

Validating your classes allows you to see if a course fits into your academic plan – that is it fulfills a degree requirement. It also lets you determine if there are any time or pre-requisite conflicts.

To validate your classes:

1. On the **Student Homepage**, click the **Manage Classes** tile.
2. Click the **Shopping Cart** tab in the left navigation menu.
3. Click the radio button beside each class in your Shopping Cart.
4. Click the **Validate** button.
  - A **green check** mark means that the class is valid.
  - A **red X** means the class is not valid. A class may not be valid for a variety of reasons. For example:
    - o There may be a time conflict with another class in your Shopping Cart,
    - o The class may require instructor permission, or
    - o You may not meet the pre-requisite requirement.

✓ **MSCI 3050 - Statistical Quality Design and Control**  
Okay to Add to Class Schedule.

If any of your classes are not valid, you should delete the class from your Shopping Cart and select a different class using Class Search and Enrol. Alternatively, you can leave the class in your Shopping Cart and seek the appropriate permission needed to enrol in it.

Again, please note that you are still NOT registered in any classes yet!

# Registering for Your Classes in UWinsite Student

Registration at UWindsor is by appointment time. Registration appointment times are assigned based on program and level of study. Your registration appointment time is when you can start to register. It is important to register early to have a better chance of getting into the classes that you want to take. Registration does, however, remain open until the tenth day of classes so you may make changes to your courses so long as there is space.

Once registration appointment times are assigned for a term, you can find yours under **My Academics → Enrolment Deadlines**. Your registration appointment time will also be sent to your UWindsor email account.

When your registration appointment time opens:

1. On the **Student Homepage**, click the **Manage Classes** tile.
2. Click the **Shopping Cart** tab in the left navigation menu.
3. Click the radio button next to each of your preferred classes and then click the **Enrol** button.
  - If you are successfully enrolled in a class, you will see a **green check** mark beside it.

EnrollDeleteValidate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats
<input type="checkbox"/>	Open	Lecture - 3206	MSCI 3050 Stat Quality Design & Control	Regular Semester (R)	More meeting details available			3.00	Open Seats 54 of 60

- If you are not enrolled in a class, you will see a **red X** beside it.
4. There are several reasons why you might not be successfully enrolled in a class:
    - The class is full.
    - Enrolment in the class is restricted for various reasons. For example: it is reserved for students in particular majors or levels of study.
    - You may be missing a prerequisite (this should not be the case IF you validated your classes).

## Swap Classes

If one of your preferred classes is full, you can add yourself to the waitlist using **Swap Classes**.

1. To start, enrol in one of the extra or back-up classes in your **Shopping Cart**.
2. Click **Swap Classes**. This function adds you to the waitlist of your preferred class and tells UWinsite Student which class to drop should you move to the top of the waitlist.
3. Select your extra or back-up class from your schedule from the **Swap This Class** drop-down menu.
4. Select your preferred class under **With This Class** using the **Select from Shopping Cart** drop-down menu.

5. Review your class selection. Click the **Next** button.
6. Review the class preferences. Select the **Yes** option to be added to the waitlist. Click the **Accept** button.
7. Confirm the class swap. Click the **Submit** button.

A couple of things to remember about waitlisted classes:

- Just because you are on a waitlist does not mean you are guaranteed to get into the class.
- Even if you are the first on the list, you might not be the first to enrol. Enrolment depends on your program requirements. Read and understand them well.
- You cannot put your name on the waiting list if you do not have the prerequisites for the course or if the spots are reserved for a specific program.

## You are now registered in your classes!

A couple of important reminders:

- You can add a class up until the last day for late registration which is the tenth day of classes.
  - You can also switch a class up until the last day for late registration – use the Swap Class function to do so.
  - In addition, you can drop a class anytime during the withdrawal period.
- To see UWindsor's important dates, visit the Office of the Registrar's website at [www.uwindsor.ca/registrar](http://www.uwindsor.ca/registrar).



# A Few Final Notes

## Browse Course Catalog

Please note the **Browse Course Catalog** function will show all courses offered throughout the year including classes that may not be offered in the current semester.

Browse Course Catalog, however, is helpful if you're looking to see all courses in a particular program or for finding and selecting electives from programs with which you are unfamiliar.

To browse the course catalog:

1. Click the **Manage Classes** tile on the **Student Homepage**.
2. Select the **Browse Course Catalogue** tab in the left navigation menu.
3. Enter a keyword (e.g., course, subject).
4. If the View Search Results page returns too many results, use the filters on the left side of the page to narrow down your results.
5. Select the desired course. To see when this course is offered, click **View Classes**.

## View and Download Your Schedule

After you've registered in your classes, you can view and download your schedule. Both functions are found under **Manage Classes**.

To view your schedule:

1. Click **View My Class** in the left navigation.
2. You will be able to view your classes **By Class** or **By Date**.
3. Selecting a class allows you to view **Class Information** such as class dates and times, instructors and textbook information.

You can also download your schedule to your calendar application:

1. Click **Download Schedule** in the left navigation menu.
2. In the **Calendar Name** field, enter a name for your schedule to be displayed in your calendar application.
3. Under **How would you like to download your schedule**, choose the radio button for **Download ICS**.
4. Select "Yes" to **Include My Class Schedule**. (You will be able to select exam schedule when it is available.)
5. Select "Yes" to **Institution Calendar**.
6. Click **Save**. You will receive a message that says your schedule has been saved successfully.
7. Click **Export ICS**.
8. The ICS file will download to your computer. To add the schedule to your calendar application, open the calendar you want to add it to, then drag and drop the ICS file into the calendar.



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question for our dedicated staff to answer.



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