# UW*insite*
## STUDENT
### REGISTRATION GUIDE

University
of Windsor

# Getting Started in UW*insite* 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.**

## Log in to UWinsite Student

1. In your web browser, preferably Google Chrome, go to **www.uwindsor.ca/uwinsitestudent**.
2. Click the **LOG IN TO UWINSITE STUDENT** button.
3. On the login screen, enter your UWin ID and Password. Then click the green Login button.



UWindsor Home  •  Office of the Registrar  •  UWinsite Student

**UWinsite Student**

| LOG IN TO UWINSITE STUDENT | FIRST-TIME ACCOUNT ACTIVATION | UWINDSOR ACCOUNT SERVICES |
|---|---|---|
| UWinID and password required. | Account activation for applicants and returning students. | Activate your UWinID, change your password, and more. |

## Set Up Your Profile

When you log 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 all of 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:

   • Personal Details
   • Contact Details
   • Addresses
   • Emergency Contacts
   • Personal Identification Number

3. Click **Save** if you make any changes to your personal information.

## 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 **Save**.

# 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 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**. The University of Windsor publishes web calendars on a semester basis (Fall, Winter, and Spring).

*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**.

# 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, 2189, represents the Fall 2018 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.
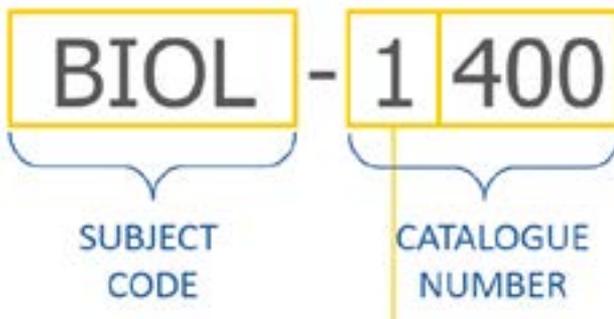


First digit signifies level of study:

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 couses

# 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.
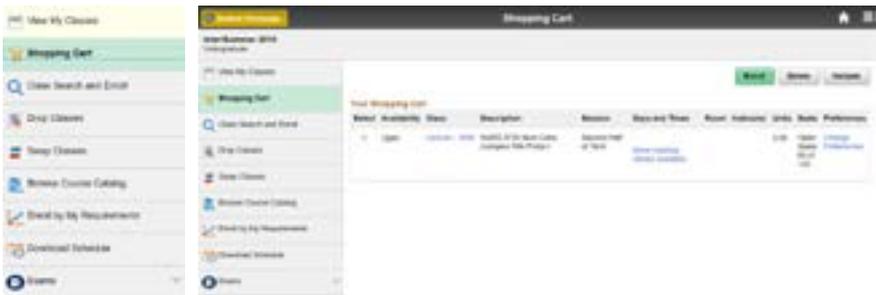


# Final Exam Schedule

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 also will 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.

# 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 planning your classes in UWinsite Student is **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.
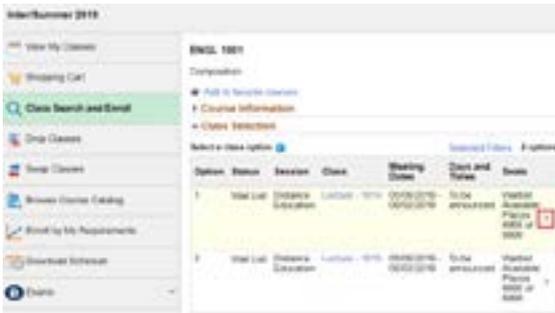


8. You'll now be directed to the confirmation process:
    • Review **Class Selection** and click **Next**.
    • Review **Class Preferences**.
        o This is where you have the option to add yourself to the waitlist if the class is full. Select **Yes** if this will not put you in course overload (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 7 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: there may be a time conflict with another class in your Shopping Cart, the class may require instructor permission or you may not meet the pre-requisite requirement.


✔ ENGL 1001 - Composition
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.
   - 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 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 the class from your schedule which you want to DROP from the **Swap This Class** drop-down menu.

4. Select the class you would like to ADD 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**.

# A Few Final Notes

## Browse Course Catalog

Please note that **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 add this course to your planner, click **Add to Planner**. To see when this course is offered, click **View Classes**.

6. Select a semester to see the details, such as **Class Days** and Times, Room, Instructor, and Seats.

# 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:

- Click **View My Class** in the left navigation.
- You will be able to view your classes **By Class** or **By Date**.
- 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:

- Click **Download Schedule** in the left navigation.
- In the **Calendar Name** field, enter a name for your schedule to be displayed in your calendar application.
- Under **How would you like to download your schedule**, choose the radio button for **Download ICS**.
- Select "Yes" to **Include My Class Schedule**.
  - o You will be able to select exam schedule when it is available.
- Select "Yes" to **Institution Calendar**.
- Click **Save**. You will receive a message that says your schedule has been saved successfully.
- Click **Export ICS**.
- 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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