

## WINGS EXPRESS GUIDE to Select and Register for Classes

As a WSU student, you should know how to complete the following tasks related to Classes and Registration. For all of these step-by-steps, begin by signing in to WINGS Express following the instructions listed below. Please note: If you do not have your campus user name and password, call WSU Computing and Telecommunications Services (CaTS) at 937-775-4827.

### 1) Logging in to WINGS Express

1. Log into <http://wings.wright.edu> with your **campus username** and **password**.
2. Click the **WINGS Express** icon in the upper-right hand corner of the screen.
3. If this is your first time using WINGS Express, you'll be prompted to change your PIN.

### 2) Use the Class Search Tool

1. Select the **Student and Financial Aid** link.
2. Select the **Registration and Records** link.
3. Select the **Look Up Classes** link.
4. Select the **Term** from the drop-down list and click the **Submit** button.
5. Use the **Subject** up and down arrows to scroll through all available subjects. **Note:** You **MUST** select at least one subject and can choose multiple subjects by using the Shift or Ctrl key. You can refine your search by entering information in the additional fields.
6. Select the **Campus Site (Lake or Main)**.
7. Select all Terms.
8. Click the **Class Search** button. Click on CRN number to check for prereq, co-reqs, WL, etc., Departmental signatures.
9. Course information will be listed. If you would like to register for the course, place a checkmark in the Select box of the desired course and click the **Add to Worksheet** button. Determining the CRNs (Course Reference Numbers) for the courses you would like to register for beforehand will greatly expedite the registration process. To select multiple subjects, click on the first subject then scroll to the next subject and click with pressing the CTRL key. Once you click the Class Search button you will get an alphabetical listing of all the subjects selected.
10. Click the **Class Search** button at the bottom of the screen to search for additional courses.

### 3) Register for Classes

1. Select the **Student and Financial Aid** link.

2. Select the **Registration & Records** link.
3. If you would like to view your registration time and any holds or restrictions you may have, select the **Registration Status** link.
4. Click the **Add or Drop Classes** link to begin registration.
5. Select the **Term** from the drop-down list and click the **Submit** button.
6. If you know the **CRN** (Course Reference Number), you can enter it directly in the CRN field on the “Add Classes Worksheet.”
7. Alternatively, you can click the **Class Search** button to look up classes.
8. Select the **Subject, Campus Site,** and **Part of Term** from the drop-down lists. You can refine your search by entering more detailed information. All listed pre-requisites should be completed **prior** to enrollment. **Contact your Academic Advisor if you are unsure whether or not you have met all requirements.**
9. Click the **Class Search** button.
10. Place a checkmark in the Select box of the desired course and click the **Add to Worksheet** button or click the **Submit Changes** button if you’re certain about your selection.

**Note:** Co-requisite courses **MUST** be taken together. For example: lab, lecture and recitation, writing intensive course and its writing component.

#### 4) View Your Class Schedule

1. Select the Student **and Financial Aid** link or tab from the main menu.
2. Select the **Registration & Records** link.
3. Select either **Student Detail Schedule** or **Printable Schedule**.
4. Alternatively, you can view your courses in day and time format by selecting the **Week at a Glance** link.

#### 5) View Your Grades

1. Select the Student **and Financial Aid** link or tab from the main menu.
2. Select the **Registration & Records** link.
3. Select the **Final Grades** link.
4. Enter your UID and PIN.
5. Select the **Term** from the drop-down list and click the **Submit** button.

**Note:** Grades will NOT be posted until your instructor enters the grades electronically into the system.