What Every Wright State University Student Should Know

As a WSU student, you should know how to complete the following tasks related to your Financial Aid, billing, and class registration. For all of these step-by-steps, begin by signing in to WINGS Express following the instructions listed below.

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.

View Financial Aid and Scholarship Requirements

1. Select the **Student and Financial Aid** link.
2. Select the **Financial Aid and Scholarships** link.
3. Select the **Eligibility Requirements** link.
4. Select the appropriate **Aid Year** from the drop-down list.
5. Select the **Student Requirements** tab.
   - If a requirement appears as a link, select the link to obtain more information.

Accept/Decline Financial Aid Award Notices

1. Select the **Student and Financial Aid** link.
2. Select the **Financial Aid and Scholarships** link.
3. Select the **Award Notice** link.
   - If you are accessing your Award Notice for the first time, you will be prompted to indicate whether or not you would allow (authorize) federal student aid to pay for various charges, such as miscellaneous fees you may be assessed or past-due charges on your account. Answer **Yes** or **No** to the authorizations, select the **Submit Changes** button, and then select the **Continue to Award Notice** link.
4. Select the appropriate **Aid Year** from the drop-down list.
5. Select the **Award Overview** tab to view your Award Notice and your financial aid awards.
6. Read all of the messages that appear above your financial aid awards
7. If you have any financial aid awards in an offered status, select the **Accept Award Offer** tab.

8. To accept your financial aid awards, choose one of the following options.

   a) To accept all of your financial aid awards as offered:

   - Select the **Accept Full Amount All Awards** button.

   b) To accept or decline each financial aid award separately:

   - Select **Accept** or **Decline** in the drop-down list in the **Accept Award** column for each financial aid award as offered.
   - Select the **Submit Decision** button.

   c) To accept a lower amount than the amount offered for a financial aid award:

   - Select **Accept** in the drop-down list in the **Accept Award** column.
   - Enter the lower amount you would like to accept in the **Accept Partial Amount** column.
   - Select the **Submit Decision** button.

9. After you accept a student loan, you will be prompted to complete loan requirements. The loan requirements will appear below your financial aid awards on the **Accept Award Offer** tab. The loan requirements appear under the heading **Unsatisfied Disbursement Requirements**. Examples of loan requirements include entrance loan counseling and a master promissory note.

   - If you accept a Federal Direct Stafford and/or Graduate PLUS Loan, you must complete the **Loan Period Selection** requirement. Here you select the academic terms for which you would like to receive the loan funds you've just accepted. Remember, you must enroll at least half-time to receive Direct Loan funds.

Use the Class Search Tool

1. Select the **Student and Financial Aid** link or tab from the main menu.
2. Select the **Registration & 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** (Dayton, Lake, Mason, The Mound, etc.).
7. Select a **Part of Term**.

Note: Use **Attribute Type** for specialized courses (E, Honors, Mixed Web/In-person, etc.).

8. Click the **Section Search** button.

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 Section Search button you will get an alphabetical listing of all the subjects selected.
10. Click the **New Search** button at the bottom of the screen to search for additional courses.

Register for Classes

1. Select the **Student and Financial Aid** link or tab from the main menu.
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.
6. If you know the **CRN** (Course Reference Number), you can enter it directly in the CRN field.
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.
9. Click the **Section Search** button.
10. Place a checkmark in the Select box of the desired course and click the **Add to Worksheet** button or click the **Register** button if you're certain about your selection.

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

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.

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. Select the **Term** from the drop-down list.

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

Pay Student Fees

1. Select the **Student and Financial Aid** link or tab from the WINGS Express main menu.
2. Select the **Student Fees** link.
3. Select the **Student Account Options** link.
4. Select the **Make a Payment** button. A new dialog window will appear within 30 seconds.
5. Review the **Account Payment** screen to ensure amount to be paid and the payment date is correct. Click inside the box if you want to change the amount or the date of payment. Click **Continue**.
6. Select a **Payment Method** then click on **Select**.
7. If paying by Bank Account (Checking / Savings), select the **Account Type**.
8. Enter the **Routing Number** for the account.
9. Enter the **Account Number** then enter the **Account Number** again to confirm.
10. Enter the **Name on the Account**.
11. If you wish, place a checkmark in the **Save the Payment Method for future use** check box. Enter a name to save the method (ex. Betty's checking account).
12. Click **Continue**.
13. Check the **I Agree** button and then click on **Submit Payment**. A receipt will be sent to your e-mail account to confirm payment.

Designate a Parent/Authorized User to Pay Fees

1. Select the **Student and Financial Aid** link or tab from the WINGS Express main menu.
2. Select the **Student Fees** link.
3. Select the **Student Account Options** link.
4. Select the **Set up Authorized User** button.

5. Enter the Authorized User's e-mail address and answer **Yes** or **No** to the access questions then click on **Continue**.
6. Check the **I Agree** box and click on **Continue**. An instructional e-mail will be sent to the authorized user.
7. Authorized Users can then log in with their **e-mail address and password** by going to the Bursar website (http://www.wright.edu/bursar) and selecting the **Parents/ Authorized Users** tab.

Setup Direct Deposit

1. Select the **Student and Financial Aid** link or tab from the WINGS Express main menu.
2. Select the **Student Fees** link.
3. Select the **Student Account Options** link.
4. Click the **Set up Direct Deposit** button.
5. Click on **Set up Account** link.
6. Select an **Account Type** from the drop-down list.
7. Enter the **Routing Number**.
8. Enter the **Account Number**
9. Enter the **Account Number** again to **confirm**.
10. Enter the **Name on the account**.
11. Enter a Name for this saved payment method, ex. Betty's checking account.
12. Click on **Continue**.
13. Check the **I Agree** box and click on **Continue**.

Questions?

The CaTS Help Desk is here to help! If you have questions, contact us by calling (937) 775-4827, 1-888-775-4827, or send an e-mail to helpdesk@wright.edu.

Other Important Contact Info:

Student Services Front Desk: (419) 586-0300

Enrollment Services: (419) 586-0232
Email: lakeenrollmentservices@wright.edu

Raider Connect (Dayton): (937) 775-4000
Email: raiderconnect@wright.edu