

# ENROLLMENT GUIDE – SPRING 2006-2007 (Term 1074)

## **ADMISSION RELATED INFO**

### Students planning to Reenter

Degree seeking students who have been out of school for one term or longer will need to re-apply. Undergraduates please go to <http://www.admissions.wisc.edu/reentry.php> for further information. Graduate and Professional students should contact their departments for further information.

### University Special/Guest Students

The Division of Continuing Studies is responsible for the admission of University Special (non-degree) and Guest (audit only) students. For descriptions, advising, application deadlines and different student classifications please refer to the Division of Continuing Studies website at <http://www.dcs.wisc.edu>.

### College or School Special Students

These students are allied with a specific college or school. College Specials who are in good standing from the prior term and are enrolled in Engineering, Business, Education or Nursing and those College Specials who are enrolled for an additional major in L&S need not obtain a new academic action to enroll for the current term. College Specials enrolled in Ag & Life Sciences, Human Ecology, or Pharmacy may have an advisor hold if they have not obtained a prior clearance to enroll from their dean. New or reentering College Specials must file an admission application at Undergrad Admissions, Armory/Gymnasium, 716 Langdon St.

## **Your Campus Id and Pin Number**

### Your Student Campus Identification Number

The student campus ID number is an essential part of your record at UW-Madison and will be associated with your permanent record. Your student campus ID number is a university generated ten digit number (e.g. 9000001234). Students with questions about their student campus ID number may contact Enrollment Services at (608)262-0920 or visit the Office of the Registrar, Customer Service section, 21 N. Park St. Suite 7223, Monday-Friday, 7:45am-4:30pm. Presentation of a valid photo identification will be required.

### Your PIN (Personal Identification Number)

The University assigns a default four digit Personal Identification Number (PIN) that may be used to access some campus services. All students should change their PIN to a seven character value; change your PIN through the Student Center module in My UW Madison (<http://my.wisc.edu>).

## **Notes for Students with Disabilities**

McBurney Disability Resource Center, 155 W.S. Middleton Library, Madison, WI 53706-1523. [www.mcburney.wisc.edu](http://www.mcburney.wisc.edu) (608)263-2741, (608)263-6393 (tty), (608)265-2998 (fax), email: [mcburney@uwmadmail.services.wisc.edu](mailto:mcburney@uwmadmail.services.wisc.edu). The Center is the campus contact for students and guests with disabilities. Students needing disability-related accommodations, including requesting relocation of a course scheduled in an inaccessible facility, should contact the Center as soon as possible. For information on campus accessibility, contact the Facilities Access Specialist at (608)263-3021 (v), (608)265-5147 (tty); email: [chotchkiss@fpm.wisc.edu](mailto:chotchkiss@fpm.wisc.edu); For accessible parking, contact Transportation Services at (608)263-6666 or see <http://www2.fpm.wisc.edu/accessibility>. For campus building emergency evacuation procedures, see <http://www2.fpm.wisc.edu/accessibility>.

## **Campus Map**

Detailed information is available through the Campus Information and Visitor Center's website at <http://www.civc.wisc.edu/map.html>

## **BEFORE ENROLLING**

### **\*\*\*Meet with your Advisor\*\*\***

To find an advisor within your area of study please refer to - <http://learning.wisc.edu/advising/advisors.asp>

### Check your Enrollment time

Your Enrollment Appointment Time is listed on your *Enrollment Invitation* and will be available through My UW Madison (<http://my.wisc.edu>) Student Center module on the **afternoon** of November 6, 2006. If you attempt to enroll prior to your Enrollment Appointment Time, the enrollment system will prevent you from enrolling. You may enroll on or after your Appointment Time.

**Failure to enroll in a timely fashion may cause classes to be cancelled due to low enrollment. Dean's offices will begin to determine class cancellations for the Fall term on Friday, December 15, 2006.**

### Check to make sure you have no holds

Students may view their holds through the Student Center module in My UW Madison (<http://my.wisc.edu>).

Students are not permitted to add or drop courses if any of the following holds exist-

1. Fines or Charges
2. Past due fees in any amount.
3. Overdue financial aid and/or delinquent loans in any amount.
4. Unresolved questions regarding residence classification for tuition purposes or provisional admission status.
5. Failure to complete an "exit interview" as required by federal regulations for certain types of student loans.
6. Imposition of academic or disciplinary restrictions.
7. Restrictions imposed by the Grad School.
8. Restrictions imposed by students' advisors.

To find out where to clear these holds view -

[http://registrar.wisc.edu/students/fees\\_tuition/where\\_to\\_clear.php](http://registrar.wisc.edu/students/fees_tuition/where_to_clear.php)

### Policy on Withholding Records and Enrollment

UW-Madison will withhold records and enrollment services, i.e., permission to enroll, transcripts, certifications and evidence of graduation to include diplomas, from students who have incurred indebtedness to the University. Questions regarding this policy should be referred to Office of the Registrar.

## **ENROLLMENT RELEASE SCHEDULE**

For Spring Term 2006-07, all students will be assigned an Earliest Appointment Time which can be viewed through the Student Center module in My UW Madison (<http://my.wisc.edu>) on Monday afternoon, November 6, 2006. Continuing and reentering students and UW-System Transfer students in degree classifications can initiate enrollment over a period beginning Monday, November 13, 2006. The schedule follows:

Continuing and Reentry Grad, Undergrad and Professionals:

- |  |             |
|--|-------------|
| • Grads, 3rd and 4th year Professionals: | November 13 |
| • Meds, 1st & 2nd year Professionals:    | November 14 |
| • Seniors:                               | November 14 |
| • Juniors:                               | November 16 |
| • Sophomores:                            | November 21 |
| • Freshmen:                              | November 28 |

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All Special students: January 18 after 1:15pm  
All Guest students: January 22

through web enrollment's Edit a Class. The deadline for changing out of honors is Friday, April 20, 2006.

### **ENROLLMENT BASICS/FORMS**

You are an enrolled student if you have successfully added a course. As an enrolled student, you are responsible for payment of all tuition and fees and for grades in these courses, unless you officially drop them or withdraw from the University by the appropriate deadlines. See the Tuition Guide at <http://registrar.wisc.edu/timetable/> for the adjustment/refunding schedule.

### **Web Enrollment Activities through the Student Center module in My UW Madison (<http://mv.wisc.edu>):**

Add a Class – For an automated demonstration see <http://registrar.wisc.edu/enrollmenthelp/online/add.html>

Drop a Class – For an automated demonstration see <http://registrar.wisc.edu/enrollmenthelp/online/drop.html>

Swap A Class – add and drop a course within the same enrollment transaction. Rules and deadlines for drop and add will apply. For an automated demonstration see <http://registrar.wisc.edu/enrollmenthelp/online/swap.html>

#### Section Changes

To change sections within a course- Use web enrollment's Swap a Class or consult with your instructor to make a section change on the Class Roster. Do **NOT** drop the course & re-add if the add class deadline has passed, unless the department has entered class permission for you in the ISIS computer system.

Edit a Class - For an automated demonstration see <http://registrar.wisc.edu/enrollmenthelp/online/edit.html>

#### Add/Remove Honors

Use the web enrollment Edit a Class feature to update your honors selection for % designated courses. Do not drop and re-add.

#### Honors Options:

It is important to read the class footnotes and departmental notes to determine if an additional component/section or credit value is required when taking honors. Graduate, University Special/Guest and Professional students **may not** enroll for honors credit.

H- "Honors Only" course open to students in a formal honors program. The enrollment system will automatically assign honors. Course numbers under 700 with the middle digit '8' (e.g. English 282) are designated as honors (H) courses. You must be designated in the computer as an official honors program student to enroll for the middle digit '8' courses, otherwise you will need departmental permission.

! – Courses are unrestricted honors courses open to all students. They are recommended for students planning or participating in an honors program. The enrollment system will automatically assign honors.

% - Honors available course - Student must contact the instructor regarding expectations for earning honors in the course. The enrollment system will prompt for a selection of honors. Changes in or out of % honors designation can be accomplished

#### Credit Change

Use web enrollment's Edit a Class to change the number of credits for a variable credit course for which you are already enrolled. Verify your enrollment by viewing your Class Schedule.

#### Verify your Enrollment

It is your responsibility to make sure your enrollment is accurate. Verify your enrollment by viewing your class schedule within web enrollment.

#### Independent Study Course Enrollment

All individualized study courses, e.g. research or independent study, require instructor and department approvals before enrolling. Obtain permission from the instructor prior to enrollment. Enrollment class numbers change each term. Graduate students who are enrolled in independent study, research or thesis type courses in the Fall 2006 term may need to be re-authorized to enroll for the same conference section in the Spring term.

#### Course Change Form

[http://registrar.wisc.edu/forms/student/course\\_change\\_form.php](http://registrar.wisc.edu/forms/student/course_change_form.php)  
This form is used to make changes to your enrollment when appropriate deadlines have passed. Please refer to Enrollment Deadlines – Permissions and Procedures for this information before completing a form.  
[http://registrar.em.wisc.edu/timetable/spring/1074/Enrollment\\_Deadlines1074.pdf](http://registrar.em.wisc.edu/timetable/spring/1074/Enrollment_Deadlines1074.pdf)

#### Audit

In order to enroll for audit, you should first enroll in the course and then obtain permission to audit from the instructor/department via a Course Change Form. Submit the completed and signed Course Change Form to your Academic Dean's Office to change your enrollment to 'audit'.

**Guest students** will need permission **prior** to enrolling in the course and upon successful enrollment...audit credit is automatically assigned.

#### Adding or Dropping of Optional Sections

(i.e., optional discussion)

To drop or add an optional section- Submit a Course Change Form to your academic dean's office.

#### Pass/Fail

Apply for approval to take a course pass/fail using a P/F Privilege Form available at:

[http://registrar.wisc.edu/forms/student/pass\\_fail\\_form.php](http://registrar.wisc.edu/forms/student/pass_fail_form.php)

Your academic dean's permission is required by the appropriate deadline.

**\*\*\*HELP\*\*\*** For specific course availability, eligibility, permission to enroll, and waiting lists, contact the academic department offering the course. For general enrollment information and assistance with web enrollment call the Office of the Registrar Enrollment Helpline at (608) 262-0920, Monday through Friday, 7:45am to 4:30pm.

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## MODULAR COURSES

Students are encouraged to enroll for modular courses when they enroll for other courses at the beginning of a term. However, web enrollment is available to students who wish to enroll in a modular-length course at the time the course first meets. Students can use the Class Search in the Student Center to enter search criteria for modular classes beginning during a specified week. For an example on how to search for Modular courses please refer to - <http://registrar.wisc.edu/enrollmenthelp/online/add.html>.

In addition, a static Modular Course List with specific add and drop deadlines can also be found at ([www.registrar.wisc.edu](http://www.registrar.wisc.edu)). Initial enrollment or course adds will be permitted as follows:

### Length of Course Enrollment Deadlines\*

One to seven weeks . . . . . End of 3rd day of classes  
Eight weeks and longer . . . . . End of 1st week of classes

\*Note: “3rd day of classes” refers to the third day of the first week in which the course begins. Modular courses may be dropped according to the following schedule:

### Drop Deadline

#### Length of Course (by Friday of week indicated)

One Week . . . . . 1st week of course  
Two to Three Weeks . . . . . 2nd week of course  
Four to Five Weeks . . . . . 3rd week of course  
Six to Seven Weeks . . . . . 4th week of course  
Eight Weeks . . . . . 5th week of course  
Nine to Ten Weeks . . . . . 6th week of course  
Eleven to Twelve Weeks . . . . . 7th week of course  
Thirteen to Fifteen Weeks . . . . . 8th week of course  
Sixteen Weeks . . . . . 9th week of course

Students who qualify for **veterans’ benefits** are reminded that their enrollment status will be evaluated on the basis of the number of credits, number of hours per week in class and number of weeks enrolled.

**Modular courses** dropped after the DR/W date will be retained with a notation on transcripts as appropriate.

### Length of Modular Course DR/W Drop Deadline

One to seven weeks . . . . . End of 3rd day of classes  
Eight weeks and longer . . . . . End of 1st week of classes (F)

### Adjustment/Refunding and Late Payment Schedules for Modular Courses

Adjustment/Refunding and late payment schedules tailored to the length of the modular courses are in effect and will vary depending upon the duration of a particular course.

## ENROLLMENT DEADLINES

**Deadlines at a Glance** – a summary of commonly asked deadlines. <http://registrar.em.wisc.edu/deadlines.php?term=1074>

**Enrollment Deadlines – Permissions and Procedures** – [http://registrar.em.wisc.edu/timetable/spring/1074/Enrollment\\_Deadlines1074.pdf](http://registrar.em.wisc.edu/timetable/spring/1074/Enrollment_Deadlines1074.pdf)

## CANCELING YOUR ENROLLMENT

To cancel your enrollment you must drop all of your classes **ON or BEFORE** Sunday, January 21, 2006. A UW-Madison transcript record will not be created for canceled enrollment.

To “Cancel” enrollment for a modular class that begins before Sunday, January 21, 2006 you will need to drop the class **BEFORE** the Monday of the week the class begins.

## WITHDRAWALS FROM THE UNIVERSITY

Withdrawal forms are available **ON or AFTER** the first day of class. See Deadlines at a Glance- <http://registrar.em.wisc.edu/deadlines.php?term=1074> for the last date to withdraw without the notation appearing on your transcript.

The Withdrawal Form can be found on line at <http://registrar.wisc.edu/forms/student/> Print off the Withdrawal Form and follow the directions for its submission at the appropriate office.

1. All Undergrad, College Special, Graduate, and Professional students who have enrolled and wish to withdraw must withdraw officially through the office of their academic dean. University Special and Guest students must withdraw at the Division of Continuing Studies.
2. **Students will be considered to have enrolled if they have courses on their record on or after the first day of classes, Monday, January 22, regardless of whether or not tuition and fees have been paid.** Failure to withdraw properly and promptly can be expensive.
3. Students should exercise care in establishing their official date of withdrawal because the Office of the Registrar will determine the amount of fees assessed or refund due according to the official date stated on the withdrawal form and the adjustment/refund schedule on the website. The official date of withdrawal will be established in one of the following ways:
  - a. The day the student informs their academic dean’s office. The official date of withdrawal should be established by the dean’s office at the time the withdrawal is first requested even though an interview may be required before final approval is given.
  - b. The postmark date on the envelope which conveys the letter requesting withdrawal, in case the student is withdrawing by mail.
4. Students who have completed one modular course or more must not withdraw from the University, but should drop their remaining courses. The completed course(s) will remain on their transcript.
5. Students who have been issued valid UW–Madison photo ID cards may be required to submit them for inspection and collection upon their withdrawal. All UW–Madison photo ID cards remain the property of UW–Madison. Photo ID cards become invalid upon withdrawal from the university.
6. **Undergrads and Special Students Only**
  - a. For withdrawals before the last three weeks of classes (through Friday, April 20), no grades will be recorded.
  - b. During the last three weeks of classes (beginning Monday, April 23), students no longer attending enrolled classes without officially withdrawing through their academic deans office may have grades of F recorded. Students who have arranged for, and are eligible to receive, Incompletes for the term’s work should not withdraw but should consult their academic dean’s office about classroom attendance.
7. **Cautionary Note to All Students**

Be aware that withdrawal from school may affect the amount of a student’s financial aid received for that term. Please refer to the Office of Student Financial Services at <http://www.finaid.wisc.edu> for further information.

## ENROLLMENT RELATED INFORMATION

### Credit Load

The enrollment system does not allow students to enroll for more credits than their credit limit. Students must contact their academic dean’s office for exceptions. NOTE: Undergraduate and Special students will be subject to additional tuition if their credit loads

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exceed 18 credits, based on all credits for which they may have enrolled during the term. Graduate and Professional school students should check with their dean regarding maximum credit loads.

### Students earning Retroactive Credits (in Foreign Languages)

Retroactive credits are entered on the University transcript during the term following the term in which these credits are earned. Retroactive credits do not advance a student's enrollment priority for the term immediately following the term in which the course to earn retroactive credits was taken.

For more information contact The University of Wisconsin Madison Language Institute at

[http://languageinstitute.wisc.edu/content/uw\\_students/retroactive\\_credit\\_policy.htm](http://languageinstitute.wisc.edu/content/uw_students/retroactive_credit_policy.htm)

### Enrollment with other UW System campuses

**UW-Extension:** To enroll in a UW-Extension Independent Study Course, Undergraduate or Special students must obtain permission from their academic dean. Students must enroll for the course at UW-Extension during the first two weeks of the term, subject to the Independent Study credit rules and procedures, and present their UW-Madison paid fee receipt and academic action from their dean. To drop a course, students must notify both the registration office at UW-Extension and their academic dean's office. Students who wish to complete their Independent Study credit course beyond the end of the current term may do so in accordance with the rules of UW-Extension. A new academic dean's action must be obtained to cover this additional time. The same procedure applies if an Incomplete is earned on a UW-Extension course.

**Other UW Campuses:** To enroll jointly at another UW-System campus, UW-Madison Undergraduate and Special students must obtain permission from their academic dean. Course enrollment is accomplished on each campus according to the rules and procedures of that campus.

Also refer to the UW-Madison Campus Information and Visitors Center -<http://dir.civc.wisc.edu/view.asp?cat=1&cat1=21>

Fees will be assessed in accordance with UW System policy. Questions should be referred to the Office of the Registrar, Tuition Assessment section, (608)262-4031. In all cases the grade and grade points earned will not be entered on the student's permanent record maintained at UW-Madison, but the credits will be transferred subject to the final evaluation.

### Late Initial Enrollment

A \$25.00 late initial enrollment fee is assessed to students who add their first class after their respective Late Initial Enrollment Deadline: • Friday, January 26 for all students, except University Specials and Guests. • Friday, February 2 for University Specials and Guests.

[http://registrar.wisc.edu/faculty/late\\_init\\_enroll\\_feepolicy.php](http://registrar.wisc.edu/faculty/late_init_enroll_feepolicy.php)

Initial course enrollment after February 2 requires the permission of their academic dean and departmental permission for each course for all students. Advisor approval, if required, should be accomplished in accordance with the procedures established in the respective college or school (see the following table).

Permission to enroll late is not granted automatically.

### **\*\*Late Enrollment Activities may require Advisor's Approval**

Type of Student	**Advisors	
	Approval	Academic Dean's Office
Grad Students	Yes	217 Bascom Hall

Law Students	No	5105 Law
Medical Students	No	2150 HSLC
Pharm D Students	Yes	1203 Rennebohm Hall
Physical Therapy Master's	Yes	1140 Med Sci Center (MSC)
Master of Public Health	Yes	1140 Med Sci Center (MSC)
Veterinary Medicine	No	Rm 2268, 2015 Linden Dr.
Undergrad and College Special Students:		
Ag & Life Sciences	No	116 Ag Hall
Business	1	2265 Grainger
Education	No	B117 Education
Engineering	Yes	2620 Engr
Engr First Year	Yes	1150 Engr
Human Ecology	No	Rm 135, Human Ecology
Letters & Science	2	70 Bascom Hall
Medicine (Undergrad)	Yes	1140 Med Sci Center (MSC)
Nursing	Yes	K6/146, Clinical Sci Center
Pharmacy	Yes	1203 Rennebohm Hall
Division of Continuing Studies:		
University Specials	No	1305 Linden Drive, 3rd floor
Guest Students	3	1305 Linden Drive, 3rd floor

1. Late Enrollment: no advisor's authorization; dean's approval required, 2265 Grainger Hall. Late Add: instructor's, department's office & dean's office authorization required. Late drop: Dean's approval, 2265 Grainger Hall.

2. Late Enrollment: department's approval & dean's approval required, 70 Bascom Hall. Late Add: instructor's, department's office & dean's office authorization required. Late drop: Dean's approval, 70 Bascom Hall.

3. Guest students must obtain the authorization of the instructor for each course in which they enroll.

### Grad Students: Course Work and Program

Please refer to the UW-Madison Graduate School's website for further information and contact numbers-

<http://www.wisc.edu/grad/>

### Area Studies & Interdisciplinary Programs

Courses related to the following programs are offered by a number of departments.

#### **Area Studies Programs**

**Latin American, Caribbean & Iberian:** Guido Podesta, 209 Ingraham, (608)262-2811

**Middle East:** Uli Schamiloglu, 323 Ingraham, (608)265-6583

**East Asian:** Louise Young, 333 Ingraham, (608)262-3643

**Southeast Asian:** R. Anderson Sutton, 207 Ingraham, (608)263-1755

**CREECA:** Robert Kaiser, 210 Ingraham, (608)262-1904

**European:** Patrick Rumble, 328 Ingraham, (608)262-8577

#### **Interdisciplinary Programs**

**WAGE:** Jonathan Zeitlin, 319 Ingraham, (608)262-1131

**Global Studies:** 301 Ingraham, (608)265-2631

**Biometry:** Volker Radeloff, 1210 W. Dayton St., (608)262-0326

**Endocrinology-Reproductive Physiology:** Ian Bird, 1 S. Park St. Suite 555, (608)287-2322

### Service-Learning & Community-Based Research; Writing Intensive Courses; FIGS, Learning Communities and Residence Hall Class Sections

*Academic Service Learning (S-L)* - is a method of joining community service with academic course content to enhance student learning while meeting community needs. Community-based Research (CBR) has the same goals as service-learning, but rather than providing service to the community, students undertake

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research with and for the community. These offerings are footnoted in each department's listings. For more information see [www.morgridge.wisc.edu](http://www.morgridge.wisc.edu)

*Writing-Intensive (WI)* – courses in the College of Letters and Science incorporate frequent writing assignments in ways that help students learn both the subject matter of the courses and discipline-specific ways of thinking and writing. See department footnotes to identify WI courses. For more information see <http://mendota.english.wisc.edu/~WAC/>

*First-Year Interest Groups (FIGS)*, Learning Communities, and Residence Hall Class Sections (reserved for UW residence hall students) – have been established on campus to enhance the undergraduate educational experience. Learn more about FIGS and Learning Communities at [www.learning.wisc.edu/communities/](http://www.learning.wisc.edu/communities/); learn more about Reserved Class Sections at [http://www.housing.wisc.edu/Student\\_Orgs/bradley/](http://www.housing.wisc.edu/Student_Orgs/bradley/)

### **Religious Observances and Mandatory Academic Requirements**

It is the University's policy that students' sincerely held religious beliefs shall be reasonably accommodated with respect to all examinations and other academic requirements. In order to meet this policy, faculty have been encouraged to not schedule such events on commonly recognized religious holidays. Students have the right to reasonable accommodation in the timing of examinations and other academic requirements imposed on them, provided that students notify the instructor of such a conflict within the first two weeks of classes. Instructors may schedule make-ups before or after the regularly scheduled requirements. Students who believe they have been treated unfairly should speak with the course instructor. If no resolution is found, they should speak with the department chair. If no resolution is found, they should speak with the appropriate person in the dean's office. If no resolution is found there, resolution may be sought through the Dean of Students' Office, (608)263-5700.

### **Obtaining Your University Photo ID Card**

To be eligible for an ID card a student must be enrolled for classes and present some form of valid photo identification. For more information, office hours and location please refer to the Photo ID website <http://www.union.wisc.edu/photo/id/>.

### **Final Exam Information**

Detailed date and time information for your Final Exams can be found at - <http://registrar.wisc.edu/timetable/>

## **STUDENT RECORDS AND CERTIFICATION**

### **FERPA- The Family Educational Rights and Privacy Act**

Students have the right to inspect and review most education records maintained about them by UW–Madison, and, in many cases, decide if a third person can obtain information from them.

For more information please refer to <http://registrar.wisc.edu/ferpa/index.php>

Availability of Academic Record Information to Parents or Guardians

A student may authorize a third party (for example, a parent, guardian or spouse) for access to academic record information by completing a Student Authorization for Disclosure of Information in Education Records Form <http://registrar.wisc.edu/forms/student/>. Once filed with the Office of the Registrar, the authorization will remain in force until changed by the student. If no authorization is on file, it will be assumed that the student does not wish to give a third party automatic access to his/her academic record information. This policy is designed to give students specific control over the parties to whom academic record information may be released. The University does not send grade reports to parents, guardians or others. Students are urged to keep their parents informed of their academic progress as appropriate.

Policies Concerning Racial/Ethnic Heritage Information  
Racial/ethnic heritage information obtained from the application for admission is treated as confidential and does not appear on academic records. This information is required from the University by the U.S. Departments of Education and Labor. Accurate racial data assists the University in developing and evaluating programs which are responsive to the heterogeneous population of the campus. Enrollment is not withheld for lack of this information. Individual student racial information is not supplied to persons outside UW–Madison unless the student gives prior written consent. Release of group racial information is controlled by University policy concerning release of confidential information.

### Updating Address Information

Students may update their own addresses through the Student Center module in My UW Madison (<http://my.wisc.edu>). To withhold items of "directory information" you must file a Request to Withhold Student Information Form with the Office of the Registrar, Customer Service section at [http://registrar.wisc.edu/ferpa/student\\_ferpa.php](http://registrar.wisc.edu/ferpa/student_ferpa.php)

### Student Certifications

*General Certification*—Certification of the student record including official enrollment or grade point average (GPA) verification for **loan deferments, medical and auto insurance forms and credit card applications** can be obtained from [http://registrar.wisc.edu/students/acadrecords/degree\\_cert\\_letters.php](http://registrar.wisc.edu/students/acadrecords/degree_cert_letters.php)

*Veterans Certification*—Students who plan to receive aid for their education from the Veterans Administration should apply for certification of enrollment at Student Veterans Services, <http://registrar.wisc.edu/students/vets/> Telephone: (608) 265–4628. Students receiving veterans' benefits are required to report any credit change or withdrawal from school to that office promptly. For general certification and VA certification, determination of full-time and part-time status is dependent on the type of student involved, i.e., Graduate or Undergraduate standing.

Obtaining a Grade Report

Grades are available through the Student Center module in My UW Madison (<http://my.wisc.edu>). If a printed grade report is needed, it can be printed from there. Students who require a copy of their grade report to be mailed will need to indicate that each time a report is needed. Mailed reports will be sent to the student's U.S. mailing address.

### Midterm Grades

Mid-term grades are collected for first-year undergraduates. Instructors are not required to submit mid-term grades, so not all first-year students will receive these grades through the system. Those mid-term grades that are collected will be sent to the student's official university email address and shared with the academic dean's office and the student's advisor(s).

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### Obtaining Transcripts

Official transcripts may be requested online, by mail, or in person at 21 N. Park St. Suite 7223.

More details on how to order an official transcript.

[http://registrar.wisc.edu/students/acadrecords/official\\_transcripts.php](http://registrar.wisc.edu/students/acadrecords/official_transcripts.php)

### Repeating a Course (Whether Failed or Not)

Since First Semester 1980–81, Undergraduates have been able to repeat any course once, with all grades (A through F) and their associated grade points included in the grade point average, but with credits counted only once for any other purpose. Students should consult their dean's office for any additional requirements. Students may carry courses on a refresher basis if they wish to repeat a course for which they have college credit. Courses taken on a refresher basis do not count for degree credit a second time.

### The Incomplete

Refer to

[http://registrar.wisc.edu/students/acadrecords/grades\\_and\\_policy/the\\_incomplete.php](http://registrar.wisc.edu/students/acadrecords/grades_and_policy/the_incomplete.php)

## **GRADUATION AND COMMENCEMENT INFORMATION**

Two separate commencement ceremonies, organized by college and degree, are planned.

For dates and times by term, please refer to the Secretary of the Faculty website <http://www.secfac.wisc.edu/commence/> for accurate information.

### Note to all Students expecting degrees

It is the policy of UW-Madison that all work for the degree must be completed, and all degree requirements satisfied, before the degree can be granted. It is also the policy that if an Undergraduate student completes all degree requirements, does not apply for graduation

and is discovered in an audit of his/her records, the student will be graduated retroactively to the appropriate graduation date. This is necessary to maintain class priorities and to meet deadlines for financial aid and other state and federal benefits.

## **Professional and Undergraduate Students**

Professional students in their last year, Pharmacy students with 130 or more credits and all seniors with 100 or more credits will be sent an e-mail shortly after the term begins giving them instructions on how to inform the university of their expected graduation and/or commencement date. This information must be entered by the student through the Student Center module in My UW Madison (<http://my.wisc.edu>).

## **Graduation with Honors or Distinction**

Undergraduate students are invited to wear an honors stole at graduation if they have indicated that they expect to graduate at the conclusion of the current semester, have a cumulative GPA which places them in the top 20% of students expecting to graduate in their school/college, and have earned at least 60 credits in residence at UW-Madison. Graduation with Highest Distinction is limited to students in the schools/colleges of Agricultural and Life Sciences, Engineering, Human Ecology, and Pharmacy, and requires students to be in the top 5% of their graduating class. Any other honors awarded by individual schools/colleges/departments are not affected by these criteria. The Student Statistics Section of the Office of the Registrar, 21 N. Park St. Suite 7348, (608) 262-3783 or the student's academic dean will be able to answer questions on honors criteria.

## **Graduate Students**

### Master's students

Students expecting to receive a degree at the conclusion of the current semester should notify their department of their intention to graduate. For more details

<http://info.gradsch.wisc.edu/admin/academicsservices/mdegree.html>

### Ph.D. candidates

Students expecting a degree should submit their Final Oral Committee form at least three weeks **prior** to the anticipated date of their final dissertation defense. This form is available at the student's major department. For more information

<http://info.gradsch.wisc.edu/admin/academicsservices/ddd.html>