WELCOME HIGH SCHOOL BADGERS!

University Special Student Orientation for High School Students

Summer 2020
TOPICS COVERED

- University Special student status
- MyUW
- Enrollment process
- Important dates & deadlines
- WisCard & Metro bus pass
- Tuition & retro credits
- Campus resources
- UW courses: Tips to be successful
UNIVERSITY SPECIAL STUDENT STATUS

- Non-degree student status
- Enroll in classes on a space-available basis after all degree-seeking students
- Cannot continue as a special student once you graduate from high school
SPECIAL STUDENT VS. UNDERGRADUATE ADMISSION

Being a Special student does NOT guarantee you admission as an undergraduate to UW-Madison

- Special student admission criteria
  - Minimum GPA of 3.000 required

- Undergraduate student admission criteria
  - Class Rank 85-97th percentile
  - GPA* 3.8-4.0
  - ACT 28-32
  - SAT 1330-1460

  ➢ Please note that the above figures are not cutoffs to admission, but are the general qualifications of admitted freshmen. They are the middle 50% range, so 25% of admitted students fall below the range and 25% place above it.
  ➢ *Unweighted, academic GPA (From Freshman Admission Expectations 2017-18)
EXPECTATIONS

- You are taking a UW-Madison course and will be graded on par with all other students
- Faculty will have the same expectations for you as they do for undergraduates
- What does that mean for you?
  - Attend EVERY class section
    - Lectures
    - Discussions
    - Labs
  - Do all required work – read your syllabus
  - Don’t hesitate to ask for help from teaching assistants, Greater University Tutoring Services, Writing Center, etc.
As a Special student you are establishing a permanent UW-Madison record – that’s not something to be taken lightly

- What does that mean for you?
  - The course(s) you take and the grade(s) you earn will appear on your UW-Madison transcript
  - You will be required to submit your UW-Madison transcript to any college that you apply to in the future (failure to do so will have negative consequences)
  - For students enrolling through the Early College Credit Program (ECCP), please note:
    - The grade(s) you earn in the course(s) you take will be recorded on your high school transcript and will be figured into your high school GPA after course completion
    - Most high school Special students successfully complete the UW-Madison course(s) they take, but there are occasional D’s and F’s – in these cases your school district will not pay their portion of the tuition
Net ID

- Your NetID is assigned to you by UW-Madison however **you must activate it** (see the instructions to the right)
- Contact the DoIT Help desk: 608-264-4357 if you ever forget your NetID/password or are locked out of your account

ACTIVATING YOUR NET ID

- Visit https://www.mynetid.wisc.edu/activate
- Enter your 10-digit campus ID number and your date of birth; click “Activate”
- You will be prompted to create a password and security questions for your account – follow through until the end
- The system will provide you with your NetID
- Test it by logging in to your MyUW account at www.my.wisc.edu
MyUW (www.my.wisc.edu) is where you will access various frequently used resources including:

- Course search and enroll
- Email
- Student Center
- Canvas
ENROLLMENT PROCESS
Check your Student Center for your enrollment appointment time

Do these steps (covered in the next 4 slides) **before** your enrollment appointment time:

- Sign the Financial Responsibility Agreement
- Use Class Search to find your class (MMSD SRI students will not need to do this)
- Add your class to your shopping cart (MMSD SRI students use the 5-digit enrollment number given to them by the department)
- Uncover potential enrollment problems
You are **required** to electronically sign the Terms and Conditions for Enrollment/Credit Agreement before you are eligible to enroll in courses.

- The agreement says, in part: “I accept full responsibility to pay all tuition, fees, and other associated costs assessed as a of my registration and/or receipt of services.”

Follow the steps below:

1. Go to your Student Center in MyUW
2. Click “Tasks” panel
3. Complete the Pre-Enrollment Activity Guide and agree the terms and conditions

You will also be able to confirm/add/edit emergency contacts, addresses, SSN, etc.
CLASS SEARCH

- In MyUW, access Course Search & Enroll (enroll.wisc.edu)
- Enter Search Criteria using the dropdown menus to select the appropriate Term and Subject to search
  - You can also enter the course number if you know it
- Select “See Sections” to view additional class information including the times offered, a short description of the course, and prerequisites
After you find a course of interest, check the box next to the section, and then select “Add to cart”

- In your shopping cart you can:
  - Create a list of desired course sections before your enrollment time
  - Uncover potential enrollment difficulties (see next slide)
  - Speed up course selection
  - Easily reference course information before enrollment
Once you have a course in your cart, you can uncover potential enrollment problems.

- Click on the My Courses tab or the cart icon

- If there are potential enrollment problems with the class, you will see a validation message.

- For “problems with course” contact the department hosting the course and they can help you determine if you are eligible for the class

  - **EXCEPTION:** For any problem messages you receive for *math courses* contact an ACSSS advisor at highschoolcredit@dcs.wisc.edu

- If you don’t get a problem message, you will be able to enroll (assuming there is space in the class) at or after your enrollment appointment time.
ENROLLING FROM YOUR CART

You will be ready to enroll when:

▪ you have resolved any validation messages
▪ chosen a section for your class
▪ your enrollment appointment time has arrived

To enroll:

▪ Select the checkbox for your course and then select “Enroll” button above it.
▪ If the class is full, you can join the waitlist
  ▪ A waitlist spot doesn’t guarantee enrollment. The department will email you if a spot opens.
FINISHING ENROLLMENT

- If your enrollment is complete, you will see a message indicating you’ve successfully enrolled
  - The home page of your Student Center will list your course schedule

- **NOTE:** If the course is full but the department has entered a permission for you to enroll, you **will** be able to enroll, even if it appears “closed” in Course Search & Enroll

- Need help? See the instructions here: [https://kb.wisc.edu/enrollment/4134](https://kb.wisc.edu/enrollment/4134)
After enrollment, we encourage you to explore the Student Center to familiarize yourself with the functions and how to navigate the interface.

Below are links to additional instructions on how to use some of the Student Center features.

Here are just a few things that you will do in your Student Center:

- View your enrollment appointment time
- View any holds on your account
- See your class schedule
- Check your final exam schedule
- Find textbook information
- View your tuition eBill
- Order transcripts
DROPPING COURSES

Students make the decision to drop a course for a number of reasons.

Please know that there are drop and withdrawal deadlines that affect the amount of tuition reimbursement you are eligible to receive.

If you’re considering dropping a course, please do the following:

1. Review semester deadlines
2. Consult with an advisor in ACSSS: highschoolcredit@dcs.wisc.edu or 263-6960
3. Drop the course in Course Search & Enroll
WISCARD & BUS PASS
Wiscard – Your Key to Campus

- Wiscard is UW-Madison’s official campus ID card
- Wiscard allows you to access libraries, recreational facilities, and other campus services
- $25 replacement fee if lost

How? When? Where?

- AFTER you officially enroll in courses, you may pick up your Wiscard at Union South
- You will be asked to present a form of valid ID (driver's license, passport, state, or federal ID)

Union South, Room 149 (next to Daily Scoop)
Phone: (608) 262-3258
Email: wiscard@union.wisc.edu
Hours: M-F 8:30am-5pm
As a Special student you are eligible to receive a **free, ASM student bus pass** which is good for unlimited rides on all Madison Metro routes

- Visit [www.asm.wisc.edu/buspass](http://www.asm.wisc.edu/buspass) for additional information and details

Pick up your bus pass at the **Student Activities Center - StudentPrint**
333 East Campus Mall, Suite 3301
**Hours:**
- Academic Year: M-F, 9:30am-6:30pm
- Finals/Summer: M-F, 10:00am-4:30pm

**Reminder:** You MUST enroll in courses AND pick up your Wiscard before you can get your bus pass
TUITION
TUITION BILL VARIATIONS

The high school program option you’ve chosen determines how your tuition will be billed.

Regardless of the option, you will receive an eBill notification of your tuition summary. Typically tuition is due about two weeks after you enroll.

See below for a brief summary of tuition billing for each option:

▪ **High School Special:** Students billed 100% of tuition and segregated fees

▪ **Early College Credit Program (ECCP):** School district billed tuition and segregated fees.
  ▪ Note: ECCP students may see a balance on their account. **DO NOT** pay the bill if you are enrolled in an approved ECCP course

▪ **MMSD SRI:** School district billed tuition and segregated fees.

A few more things to note:

▪ **Transcript Fee:** A one-time document/transcript fee of $65 is charged for first time enrollment for all high school special students (not ECCP)

▪ **Dropped Course:** If you drop your UW-Madison course beyond the tuition adjustment deadline, you may have to reimburse your school district

If you have questions about your eBill or how your tuition will be charged, please contact our office: [highschoolcredit@dcswisc.edu](mailto:highschoolcredit@dcswisc.edu) or 608-263-6960.
EARLY COLLEGE CREDIT PROGRAM OPTION

- Check Student Center for your tuition invoice
- School districts won’t receive tuition statements until near the drop deadline, so your eBill may not reflect their portion as paid
- If you enroll in a course **not** approved by your school district, you are responsible for 100% of the tuition and fees
Check Student Center for your tuition invoice

School districts won’t receive tuition statements until near the drop deadline, so your eBill may not reflect their portion as paid

If you enroll in more than 1 credit or in a course not approved by your school district, you are responsible for 100% of the tuition and fees
HIGH SCHOOL SPECIAL OPTION

- Check Student Center for your tuition invoice
- Tuition for 2019-2020 is $495.05 per credit
- You are responsible for all tuition and fees
- You will be assessed a $100 late fee if your tuition is not paid by the due date
RETROACTIVE LANGUAGE CREDIT

- If you are taking a language course, you may qualify for retroactive credit if you receive a grade of B or better
- You must complete a retro credit form once you complete the course and the grades are posted
- If you are interested in exploring this option to see if you are eligible for retroactive credit, please email highschoolcredit@dcs.wisc.edu
LIBRARIES

UW-Madison has over 40 campus libraries!

Visit www.library.wisc.edu to learn more about all of the libraries on campus and the resources that they have to offer.

Here are two of our most popular libraries:

▪ College Library, Helen C White Hall – undergraduate library
▪ Memorial Library, 728 State St Mall – largest single library collection in WI!
Check your Student Center for the correct authors and editions to your textbooks.

Here are a few options to help get you started:

- Check with your school district to see if they have any used textbooks
  - **NOTE:** MMSD has a library that **must** be checked by MMSD students FIRST before the district will reimburse for purchased books

- There are many different online options to purchase or rent your textbooks
  - Amazon.com
  - Chegg.com

- University Bookstore, 711 State Street
  - **NOTE:** You will need the section number for your course as books are arranged by course and section number

- **Reminder:** Your school district may be willing to reimburse you for the textbooks that you had to rent or purchase. Save your receipts and contact your school district after your course is completed.
Parking on campus can be kind of a headache. Please use the following resources/tips to help you plan ahead.

- Parking ramps near or on campus:
  - State Street
  - Lake Street
  - University Avenue

- Campus parking:
  - [http://info.wisc.edu/plan-your-visit/parking/](http://info.wisc.edu/plan-your-visit/parking/)
  - [http://transportation.wisc.edu/parking/visitor.aspx](http://transportation.wisc.edu/parking/visitor.aspx)

- Park near campus and take the bus – it is free!

- SAFE Nighttime Services
  - [http://transportation.wisc.edu/transportation/safeservices.aspx](http://transportation.wisc.edu/transportation/safeservices.aspx)
UW COURSES: TIPS TO BE SUCCESSFUL

- Introduce yourself to your professors and TAs
- Read the syllabus and keep track of important dates and deadlines
- Attend all lecture, discussion, and lab sections
  - If you must miss class due to illness or bad weather, it’s best to contact your professor or TA
- Complete all course readings prior to attending class
- Final exams
  - Final exams are usually not scheduled at the same time that your class is regularly held. You can check your exam schedule in your Student Center.
- Academic problems?
  - If you are struggling, talk to your professor and/or TA and be in touch with an ACSSS advisor. Do not delay asking for help!
QUIZ TIME!

- Follow the link or cut and paste the URL into your browser in order to complete the orientation quiz. Once you have completed the quiz we will authorize you to enroll.

- https://uwmadison.co1.qualtrics.com/jfe/form/SV_3UG7bNlAfDBQ9V3
HAVE A GREAT SEMESTER!