

# Registering for SUMMER STUDIO at UW-Madison

## Step One:

Apply for admission to UW-Madison as a Special Student (non-degree seeking, UNHS classification).

- Complete the [Special Student Application](#) by **May 1** (click on red "apply" link) and respond to all items to avoid delays in processing your application.
- The application questions are straightforward, but here are some tips, and you can always email Jennifer Sandridge at [jennifer.sandridge@wisc.edu](mailto:jennifer.sandridge@wisc.edu) directly with your application questions.
  - Select "High School Students" for your Student Type.
  - Term is Summer 2017
  - For "I have the following academic plan," simply, type, "I plan to take ART 448 Special Topics, *Summer Studio: Intro to College Art*."
- Download, print, and complete the [Enrollment Plan and Agreement form](#).
  - Check "Traditional" at the top of the form.
  - Term of application and enrollment is Summer 2017.
  - At line #1, write "ART 448 Special Topics, section 010, *Intro to College Art*" as the department and course title. Write N/A (not applicable) for pre-req.
  - You, a parent/guardian, and a school counselor need to sign the form.
- Submit the following documents to Jennifer Sandridge at [jennifer.sandridge@wisc.edu](mailto:jennifer.sandridge@wisc.edu) **due May 1**.
  - A digital copy of your completed UW-Madison Enrollment Plan Form – scan or digitally photograph the form and send it via email.
  - A digital copy of your recent high school transcript with a minimum cumulative grade point average (GPA) of 3.000, sent via email.

## Step Two:

Wait for notification of admission decision via email. When admitted you will receive:

- Letter of admission and enrollment instructions from Adult Career and Special Student Services.
- Enrollment e-invitation from the Registrar's Office - be sure to provide us with an email you check regularly.
- If you are one of the first ten students to register, you will be notified of your \$200 scholarship award.

## Step Three:

Enroll in *Summer Studio: Intro to College Art* via the MyUW Student Center. You must do this step in order to receive a grade and credit for the course.

- Instructions are included with your letter of admission or can be viewed [here](#).
- The specific class is 68638, ART 448, section 010, *Intro to College Art* (it's listed as a special topics course).

## Step Four:

Pay your bill. Shortly after you enroll in *Summer Studio: Intro to College Art*, the Bursar's Office will generate your eBill, which you can view in your MyUW Student Center. Your bill will indicate your tuition due date, typically four weeks after you enroll. Note: You will not receive a paper bill in the mail. Watch your WiscMail for your eBill notification email. All new, first time enrolling students will be charged a one-time document/transcript fee of \$65, which covers all future UW-Madison transcript requests.

**\*\*\* \$200 Scholarships** are available for the first ten students to register for the course. Once you have submitted all application materials to Jennifer Sandridge (completion of step 1), you will be notified immediately if you are one of the scholarship recipients. The scholarship will be applied to your account during Step Three. Once all 10 scholarships have been awarded, we will post a "Scholarships Closed" note on our Summer Studio website and send an update about this matter to your art teacher.