



# Applying for UW-Madison Academic Credit Summit for Art Educators

Thank you for your interest in the Summer 2018 course, ART 448 *Summit for Art Educators*. **In order to receive UW-Madison academic credit, you must become a UW-Madison student.** The instructions below will guide you through the application process as a University Special/Non-degree Student at UW-Madison. Please allow 20-30 minutes to answer the application questions to the best of your ability.

## APPLY

If you are not already a UW-Madison student, go to [www.acsss.wisc.edu/apply](http://www.acsss.wisc.edu/apply) to file your official UW-Madison Special student application. The sections of the application are indicated below:

- Register as a New User or login as an Existing User
- Create a New Application
- Personal Information
- Contact Information
- Background Information
- Program

Term:	Summer 2018
Applying As:	Personal/Professional Development (UNDS)
I have the following academic plans:	Summit for Art Educators



- Educational History
- Residency for Tuition Determination  
*Wisconsin Statutes, Section 36.27(2), govern resident status for tuition purposes. If you do not qualify as a Wisconsin resident, in most cases your tuition will be assessed at the higher out-of-state rate. Although these questions are quite detailed, please answer them to the best of your ability to avoid processing delays.*
- Review & Submit

*\*\*\*Students who previously attended the University of Wisconsin-Madison but have not been enrolled for one or more semesters are considered reentry students. If you recall your MyUW NetID and password, you may submit the shorter Reentry Special Student Application & Residence for Tuition Purposes Application in your Student Center.*

## ADMISSION

UW-Madison Special Student admission will be granted within a few business days and a congratulatory email and postal letter will be distributed. At this time, activate your NetID and password at <https://my.wisc.edu> to access your MyUW Student Center.

## ENROLLMENT

1. Activate your Net ID and password and log into your Student Center at <https://my.wisc.edu>.
2. Check your enrollment dates and times.
3. Click on 'Course Enrollment'. (Select your desired term if prompted.)
4. Input the five-digit class number 18939 in the 'Enter Class Nbr' box and click Enter.

5. A new screen will generate indicating the course you selected. Under the 'Class Preferences' section, you will find the word 'Units'. Select 1 for the number of credits/units for the course.
6. Click on 'Next'. Another screen will generate stating that you have added the course to your enrollment shopping cart.
7. Click on the checkbox next to the course you added, and then click on 'Begin Enrolling'. Confirm that the course information is correct and then click 'Finish Enrolling'.
8. If you were able to successfully add the course, a green checkmark should appear on the right side of the box under 'Status'. If you were not able to add the course, a red 'X' will appear. An explanation of the error will appear of the left.

\*\*\*View a step-by-step tutorial of the registration process at: [www.registrar.wisc.edu/course-enrollment](http://www.registrar.wisc.edu/course-enrollment)

## TUITION PAYMENT

After you enroll, your bill will be generated in your MyUW Student Center under the Finances heading. Ensure you pay by the stated deadline to avoid late payment charges. *The cost for one summer credit is \$460.15, plus a \$65 [transcript/documentation fee](#) if you are a first-time UW-Madison student.*



## QUESTIONS

*Application questions*, contact Adult, Career and Special Student Services at 608-263-6960 or [advising@dcs.wisc.edu](mailto:advising@dcs.wisc.edu).

*NetID questions*, contact the DoIT Help Desk at 608-264-4357.

*Enrollment questions*, contact the Enrollment Help Desk at 608-262-0920.

*Billing questions*, contact the Bursar's Office at 608-262-3611.

*Program or course questions*, contact Mary Hoefflerle at [hoefflerle@wisc.edu](mailto:hoefflerle@wisc.edu)