



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

Thank you for your interest in the Summer 2019 course, 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 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. Log into Course Search & Enroll at <https://enroll.wisc.edu/>

4. Input the five-digit class number 88816 in the ‘Keyword, instructor, number’ box as well as your Summer 2019 in the “term” box and click Enter.
5. A new screen will generate indicating the course you selected. Click on “ART 448 Summit for Art Educators”.
6. Another screen will generate giving details of the course. Click “Save Course” on the top right hand side
7. Click on the shopping cart icon located at the top right of your screen. A small box that says “courses in cart” should appear. Click on the check box, which will expand a box with the options to “Remove” or “Enroll”
8. Click on “Enroll” and review your selection in the pop up box. Once you have reviewed it, click the final “Enroll” at the bottom of the box
9. If you were able to successfully add the course, you will see a pop up message confirming your enrollment. If you were not able to enroll, you will see a pop up message providing an explanation of the error.

***For additional help with the Course Search & Enroll app visit <https://registrar.wisc.edu/enrollhelp/>

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 approximately \$465, 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.

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.

Workshop or course questions, contact Mary Hoefflerle at hoefflerle@wisc.edu