

COLLABORATIVE PROGRAM

APPLICATION & REGISTRATION INSTRUCTIONS

Please follow these instructions carefully to ensure that your application and registration for your University of Wisconsin--Madison (UW) course are completed correctly.

1. APPLICATION PROCESS

Attached is a two-sided application form. This form must be completed and submitted to the Edgewood College Academic Dean's Office by August 1 for Fall courses or December 15 for Spring courses. A \$25 late fee is charged for late applications. Note that your Collaborative Program application does not guarantee your enrollment at UW; enrollment depends on whether the UW course you apply to take is open at the time of registration.

Once approved by the Edgewood Academic Dean's Office, your completed application will be forwarded to UW's Guest and Special Student Office. Within 2-3 weeks, the UW will notify you by mail acceptance into the program and you will receive information on how to register at UW-Madison. Therefore, it is very important that you provide accurate contact information on your application.

2. REGISTERING FOR YOUR UW COURSE

Collaborative Program applicants are classified as "Special" students by the UW and are eligible to register in the "Specials" group a few days prior to the start of UW classes. The specific date is posted on the UW registration website. Check UW course offerings and current course enrollments at: <http://registrar.wisc.edu/timetable>

To register for your class at UW-Madison, you should follow the instructions that the UW sends you. You must register for the course that was approved on your Collaborative Program Application form. If you find this course is closed or you want to enroll in a different course, you must get the new course approved by Edgewood's Associate Academic Dean. Contact her at 663-2200. If you are not enrolled in your approved course, you will be directly responsible for all tuition and related course fees.

The UW course will automatically be added to your Edgewood schedule about 2-3 weeks after the semester begins, after confirmation of your registration is sent to Edgewood. By signing the enclosed Transcript Release form, you are authorizing the Edgewood Registrar's Office to request copies of your transcript from UW-Madison. The UW transcript will be requested twice: once to verify that you are enrolled in the UW course, at which time the course will be added to your schedule, and again at the end of the semester. Your final grade at Edgewood will be temporarily recorded as 'NR' (not reported). This will be updated approximately 2-3 weeks after the semester ends when your final transcript is received from UW-Madison. The grade for your UW course will be recorded on your transcript and calculated into your GPA.

3. TUITION PAYMENT

Do not pay tuition at UW-Madison for your course when you receive a bill. The Registrar's Office at Edgewood will authorize payment for your course by Edgewood directly with the UW Bursar's Office. **Authorization of payment occurs only if you are registered for your approved course.** You may receive one or more statements from the UW Bursar's Office before they post Edgewood's payment to your records. This is due to a delay in their third-party billing process. Check with the Edgewood Registrar's Office if you are concerned about the bill you received.

4. DROPPING YOUR UW COURSE

Should you need to drop your course, you must drop it at both UW-Madison and Edgewood College. All Edgewood drop and refund policies apply to Collaborative courses. Please be aware that you will also be responsible for any UW fees associated with dropping the course.

If you have any questions, contact the Edgewood College Registrar's Office at 663-2202.

KEEP THIS SHEET FOR YOUR INFORMATION