

COLLABORATIVE PROGRAM APPLICATION & REGISTRATION INSTRUCTIONS

(Revised February 12, 2016)

APPLICATION PROCESS

1. Complete the 2 page application (collaborative program application & UW special and guest student application).
2. Submit the 2 page application to the Edgewood College Academic Dean's Office by:
 - July 1 for Fall courses
 - December 1 for Spring courses
 - \$100 late fee for all late applications. Applications will not be accepted after the first day of the Edgewood Semester for which you are applying.
3. Once approved, your Edgewood schedule will reflect your participation in the Collaborative program and your application will be forwarded to UW's Adult Career & Special Student Services office.
4. Prior to the start of the term, UW will notify new Collaborative students of acceptance via mail. Prior to enrollment, both new and returning Collaborative students will receive an email from the UW with enrollment information. It is very important that you provide accurate contact information on your application.

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 enrollment.

ENROLLING IN YOUR UW COURSE

Collaborative Program applicants are classified as "Special" students by the UW and are eligible to enroll a few days prior to the start of UW classes. The specific date is posted on the UW Registrar's Office website. Check UW course offerings and current course enrollments at: http://registrar.wisc.edu/schedule_of_classes_students.htm

To enroll for your class at UW-Madison follow the instructions that UW-Madison sends you.

- You must enroll for the course that was approved on your Collaborative Program Application form. If 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 at 663-2200. If you are not enrolled in your approved course, you will be responsible for all tuition and related course fees.
- You must enroll for the approved course at UW by the published deadline date to avoid being dropped from the course at 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. Transcripts are requested twice: once to verify enrollment in the approved UW course and again when grades are posted.
- 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.

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 enrolled 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. If you drop the course after the UW's 100% refund period, you will be responsible for the payment of the remaining tuition and fees.

If you have any questions, contact the Edgewood College Registrar's Office at 663-3256.

KEEP THIS SHEET FOR YOUR INFORMATION

COLLABORATIVE PROGRAM APPLICATION (Revised February 12, 2016)

Complete **both pages** of this application and return it to the Academic Dean's Office by:

*** July 1 for Fall semester registration**

*** December 1 for Spring semester registration**

\$100 late fee for all late applications

You may search the University of Wisconsin-Madison timetable on the internet at http://registrar.wisc.edu/schedule_of_classes_students.htm

Approved applications will be forwarded to Adult Career & Special Student Services at UW Madison. Enrollment instructions will be sent to you from UW Madison about 1-2 weeks before the beginning of the UW semester.

Name _____ Edgewood ID# _____

Your last completed semester at Edgewood: _____

Are you in good academic standing (i.e., GPA 2.0 or more)? YES NO

What is your class? Freshman Junior *Note: This program is not open to RAAD,*
 Sophomore Senior *Graduate, or Non-Degree students*

How many credits will you enroll in next semester (including the UW course)? _____

Course Number & Title (from UW timetable or catalog):

DEPT: _____ NUMBER: _____ TITLE: _____
Example: ART HIST 411 Topics in Asian Art

Number of Credits: _____ (Cannot exceed 5 credits) Semester: Fall Spring

Is this course being offered at Edgewood in the same semester? YES NO

This course will be used in fulfillment of:

- General Education Requirement (needs Registrar's approval)
- Major requirement: _____
- Minor requirement: _____
- Other requirement: _____
- Elective

I understand that any change in the UW course or credits must have the written approval of the Associate Academic Dean of Edgewood College. I understand that if I drop this course after the 100% refund period at the UW, I will be responsible for the payment of the remaining tuition and fees. I authorize the University of Wisconsin to release the grade for this course to the Registrar of Edgewood College.

SIGNATURE OF STUDENT

DATE

I recommend that the above named student be authorized to register in the course listed above at the University of Wisconsin.

ACADEMIC ADVISOR

DATE

The above named student has satisfied all financial obligations to Edgewood College.

BUSINESS OFFICE

DATE

I authorize the above named student to register in the course listed above at the University of Wisconsin.

Charge \$100 late fee

ASSOCIATE ACADEMIC DEAN

DATE

Complete ALL information
to expedite processing

A. Program Information

Admit Term\Year: _____ **Academic Program:** UNOS
Program Name: Edgewood Collaborative **Student Group Code:** EGWD
Program Coordinator: Jamie Reetz (608) 663-2271
 Associate Registrar, Edgewood College

B. General Information **Office Use Only** Res { } Non-Res { }

Social Security No. _____ **Birthdate (M/D/Y)** _____
Full name (last) (first) _____ **(middle)** _____

Citizen information
 U.S. citizen Non-U.S. citizen (country) _____ Type of visa _____ Permanent immigrant Since (M/Y) _____
Permanent home address/ mailing address (street/city/state/zip+4) _____ **Since (M/D/Y)** / /

List former addresses within last two years if different than above. (street/city/state/zip+4) **From (M/D/Y)** / /
To (M/D/Y) / /

E-Mail address _____ **Fax number** _____

Sex Female Male **Are you a veteran?** Yes No

Racial/ethnic heritage (check one)—Optional
 African American American Indian or Alaskan Native
 Asian American/Pacific Islander (check one) **Tribe** _____
 Cambodian, Laotian, Vietnamese admitted to U.S. after 12/31/75 Hispanic/Latino
 Other Asian American/Pacific Islander White, NonHispanic

Indicate the last college/university and date last attended **city/state** **date last attended (M/Y)**
 Full name of last college/university _____

Have you ever attended UW-Madison? Yes No If yes, month and year last attended: _____

Name change since last enrolled at UW-Madison
From (last) (first) (middle) **To (last) (first) (middle)**

Degrees earned
 BA/BS MA/MS Ph.D. Other: _____

C. Residence and Employment Information

Are you a Wisconsin resident and/or do you claim legal Wisconsin residence for tuition purposes?
 Yes If yes, complete the following No If no, sign below

List all employment and/or activities in the last two years (be specific)
employment/activity **city/state** **From (M/D/Y)** **To (M/D/Y)**

Voting: Where and when did you last vote or register to vote: **state** (M/Y)

Driver's License: State in which you hold a valid driver's license: **Date obtained:** (M/D/Y)

Have you filed a Wisconsin (not Federal) income tax return as a resident? Yes If yes, what years? No

Dependent for Federal taxes of: Self Joint with spouse Father Mother Other

High School: Did or will you graduate from a Wisconsin high school or receive a GED in Wisconsin? Yes • No
 If yes, month & year of graduation, or when obtained GED: _____

Parental Info: Complete if you have a parent residing in WI, or if your last surviving parent resided in WI. [see Section (c) of Wisc. Stats. 36.27(2)]
 Name of parent: _____ City/state of residence _____ Since (M/Y): _____

Has parent filed a WI State income tax return as a resident for the past 2 years? Yes No **US Citizen?** Yes No

D. Signature: To be valid, application must be signed and dated.

I certify this information is true and complete; I understand that incorrect/incomplete information may affect admissibility/eligibility to continue.

signature _____ date _____ daytime phone number _____ home phone number _____