

**ROTC COLLABORATIVE PROGRAM
APPLICATION & REGISTRATION
INSTRUCTIONS**
(Revised 07/01/2025)

COST: Not Applicable for ROTC Courses

LIMIT: Not Applicable for ROTC Courses

Note: For any non-ROTC Collaborative Courses, please see UW Collaborative Program Application & Registration Instructions.

STEP 1: Work closely with the Director of Military & Veterans Services throughout the process, as necessary.

STEP 2: APPLICATION

1. Complete the ROTC Collaborative Program Application and submit it to the Edgewood University Office of Military & Veterans Services by:
 - a. July 1 for Fall courses
 - b. December 1 for Spring courses
 - c. There will be a \$100 late fee for all late applications. Applications will not be accepted after the first day of the Edgewood University semester for which you are applying.
2. Once approved, your Edgewood University schedule will reflect your participation in the ROTC Collaborative program. You will receive a confirmation email from the Edgewood University Registrar's Office with directions on how to apply to UW - Madison's Adult Career & Special Student Services Office.
3. Prior to the start of the term, UW - Madison will notify new ROTC Collaborative students of acceptance via email. Prior to enrollment, both new and returning ROTC Collaborative students will receive an email from UW - Madison with enrollment information. It is very important that you provide accurate information on your application.

Note: Your ROTC Collaborative Program application does not guarantee your enrollment at UW - Madison. Enrollment depends on whether UW - Madison courses you apply to take are open at the time of your enrollment and potentially other factors as determined by UW - Madison.

STEP 3: ENROLL IN UW - MADISON COURSES

Collaborative Program applicants are classified as "Special" students by UW - Madison and are eligible to enroll a few days prior to the start of UW - Madison semester. The specific date is posted on UW - Madison's Registrar's Office website. View UW - Madison course offerings at: <https://public.enroll.wisc.edu/search>

To enroll for classes at UW - Madison follow the instructions that UW - Madison emails you.

- You can only enroll for the courses that were approved on your ROTC Collaborative Program Application form. If these courses are closed or you want to enroll in different courses, you must complete another application. If you are not enrolled in your approved courses at the UW - Madison, you will be responsible for all tuition and related course fees.
- You must enroll for the approved courses at UW - Madison by the published deadline date to avoid being dropped from the courses at Edgewood University.
- By signing the Transcript Release below, you are authorizing the Edgewood University Registrar's Office to request copies of your transcript from UW - Madison. Transcripts are requested twice: once to verify enrollment in the approved UW - Madison courses and again when grades are posted.
- Your final grade at Edgewood University will be temporarily recorded as 'NR' (not reported). This will be updated approximately 2-3 weeks after the semester ends when your final grade is received from UW - Madison. The grade for your UW - Madison course will be recorded on your transcript and calculated into your Edgewood University GPA.

TUITION PAYMENT

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

DROPPING YOUR UW – MADISON COURSES

Should you need to drop a course, you must drop the course at both UW - Madison and Edgewood University.

- If you drop a course after the UW - Madison's 100% refund period, you will be responsible for the payment of the remaining tuition and fees.
- If you are dropped from a course due to non-attendance, you will be responsible for the full payment of tuition and fees.

FAILING YOUR UW - MADISON COURSE

If you fail a course, you will be responsible for the full payment of the tuition and fees to UW - Madison.

STUDENT EXPECTATIONS FOR PARTICIPATION

- Students are responsible for adhering to course participation and policies of UW - Madison and following through on all required actions as stated on the syllabus.
- Textbooks and course materials for ROTC Collaborative courses are not included in the tuition and fees.
- Edgewood University will not intervene in grade disputes in cases where a student is dissatisfied with the final grade issued by UW - Madison.

If you have any questions, contact the Edgewood University Office of Military & Veterans Services at 608.663.4266 or the Registrar's Office at 608.663.3256.

