

**UW COLLABORATIVE PROGRAM
APPLICATION & REGISTRATION INSTRUCTIONS**

COST: \$750 per UW Collaborative course

LIMIT: Two (2) courses total between UW Collaborative Program and Acadeum

STEP 1: Discuss options with your advisor. Discuss the questions listed on the application. Pursue any appropriate options to take courses offered at Edgewood College.

STEP 2: APPLICATION

1. Complete the Collaborative Program Application and submit it to the Edgewood College Registrar's Office 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 College semester for which you are applying.
2. Once approved, your Edgewood College schedule will reflect your participation in the Collaborative program. You will receive a confirmation email from the Registrar's Office with directions on how to apply to UW's Adult Career & Special Student Services office.
3. Prior to the start of the term, UW will notify new Collaborative students of acceptance via email. 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 information on your application.

Note: Your UW 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 your enrollment and potentially other factors as determined by UW.

STEP 3: ENROLL IN THE 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 the UW semester. The specific date is posted on the UW Registrar's Office website. View UW course offerings at: <https://public.enroll.wisc.edu/search>

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

- You can only 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 complete another application. If you are not enrolled in your approved course at the UW, 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 Transcript Release below, you are authorizing the Edgewood College 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 College 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 course will be recorded on your transcript and calculated into your Edgewood College GPA.

TUITION PAYMENT

Do not pay tuition at UW-Madison for your course when you receive a bill. The Registrar's Office at Edgewood College will authorize payment for your course by Edgewood College 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 College's payment to your records. This is due to a delay in their third-party billing process. Check with the Edgewood College Registrar's Office if you are concerned about the bill you received.

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 are dropped from the course due to nonattendance, you will be responsible for the full payment of tuition and fees.

FAILING YOUR UW COURSE

If you fail the course, you will be responsible for the full payment of the tuition and fees.

STUDENT EXPECTATIONS FOR PARTICIPATION

- Enrollment in UW Collaborative courses is permitted up to 2 classes total. This total includes UW Collaborative and Acadeum. Anything over 2 classes will need to be approved by the Academic Affairs Office and if approved, will be charged at 100% of UW tuition to the student.
- Students must be in good academic standing (GPA is 2.0 or higher).
- Students must be an undergraduate student with 30 or more credit hours earned.
- 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 UW Collaborative courses are not included in the tuition and fees.
- Edgewood College 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 College Registrar's Office at 663-3256.

KEEP THIS SHEET FOR YOUR INFORMATION

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I understand that any change in the UW course or credits must have written approval from Edgewood College.

I authorize the UW to release the grade for this course to the Registrar's Office at Edgewood College.

I understand that I will be billed \$750 per UW Collaborative course.

I acknowledge that I will be responsible for payment of tuition and fees if any of these conditions apply:

- I drop this course after the 100% refund period at the UW
- I am dropped from the course due to nonattendance
- I fail this course

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.

SIGNATURE OF ADVISOR DATE

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

SIGNATURE OF SCHOOL DEAN OR DESIGNEE DATE

I recommend that the above-named student be authorized to register in the course listed above through Acadeum, with the following exception (i.e. more than 2 classes): _____

SIGNATURE OF PROVOST DATE

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

SIGNATURE OF CONTROLLER DATE

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

SIGNATURE OF REGISTRAR DATE

Charge \$100 late fee

Total number of classes taken through Acadeum _____

Total number of classes taken with UW Collaborative _____

(Total = since being accepted to Edgewood College)

If denied, reason for denial: _____