ROTC UW COLLABORATIVE PROGRAM
APPLICATION & REGISTRATION INSTRUCTIONS
(Revised 06/30/2024)

COST: Not Applicable for ROTC Courses   **LIMIT:** Not Applicable for ROTC Courses

Note: For any non-ROTC UW 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 UW Collaborative Program Application and submit it to the Edgewood College Office of Military & Veterans Services by:
    a. <u>July 1</u> for Fall courses
    b. <u>December 1</u> 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.

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

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 courses that were approved on your 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, 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 courses at Edgewood College.
- 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 courses 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 courses when you receive a bill. The Registrar's Office at Edgewood College will authorize payment for your courses by Edgewood College directly with the UW Bursar's Office. Authorization of payment occurs only if you are enrolled for your approved courses. 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 a course, you must drop it at both UW-Madison and Edgewood College.
- If you drop a 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 a course due to nonattendance, you will be responsible for the full payment of tuition and fees.

FAILING YOUR UW COURSE

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

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 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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ROTC COLLABORATIVE PROGRAM APPLICATION (Revised 6/30/24)

Complete this application with signatures and return it to the Registrar'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 https://public.enroll.wisc.edu/search

Approved ROTC UW Collaborative students will receive an email from the Edgewood College Registrar's Office with instructions on how to apply as a student at the UW. Enrollment instructions will be emailed to you from UW Madison 1-2 weeks before the start of the UW semester.

Name _____ Edgewood ID # _____

Residency: ☐ In-state   ☐ Out-of-state   ☐ International   Confirmation of Registrar's Office _____ (initials)

Your last completed semester at Edgewood College:

_____

Are you in good academic standing (i.e. GPA is 2.0 or higher)?   ☐ YES   ☐ NO

What is your anticipated graduation date? _____

Note: This program is not open to College Completion, Graduate or Non-Degree students.

This course will be used in fulfillment of: ☐ General Education Requirement: _____

                                            ☐ Major requirement: _____

                                            ☐ Minor requirement: _____

                                            ☒ Other requirement: _____ROTC Program Requirements_____

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

Course Number & Title of the UW Course (from the UW Schedule of Classes):

DEPT: _____ NUMBER: _____ TITLE: _____

Example: ART HIST   *411*   *Topics in Asian Art*

DEPT: _____ NUMBER: _____ TITLE: _____

Example: ART HIST   *411*   *Topics in Asian Art*

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

I understand that any change in the UW courses 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 acknowledge that I will be responsible for payment of tuition and fees if any of these conditions apply:

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

_____
SIGNATURE OF STUDENT   DATE

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

_____
SIGNATURE OF MILITARY & VETERANS SERVICES   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 courses listed above at the University of Wisconsin.

_____
SIGNATURE OF REGISTRAR   DATE

☐ Charge $100 late fee

If denied, reason for denial: _____