Exchange Student Pre-Enrollment and Enrollment Instructions Spring 2016

Pre-Enrollment steps:

ACTIVATE your NetID - you will need the 10-digit campus ID number that was emailed to you when you first applied as an exchange student. This number is also found on your paper admission letter. (If you do not know your number, please email your UW-Madison exchange coordinator.) Click on “Activate my NetID” at: https://my.wisc.edu. You’ll be assigned a NetID and create a password - please make note of both for future use.

LOG IN to MyUW at: https://my.wisc.edu using your NetID and password and click on the Student Center link at the top of the webpage to do the following:
• Review and edit your contact information for accuracy.
• Find your Enrollment Date and time (posted November 2). Your earliest enrollment date will be **November 12** (9:00-9:30 am US Central Standard Time). **Classes can fill up quickly, so plan to be at a computer at your earliest enrollment time to have the best chance of getting into a class.**

SEARCH for your class or classes using the Class Search feature in your MyUW Student Center.

VERIFY that you meet all course prerequisites and review courses for open seats, times, exam times, and department/course notes about optional components, variable credits, honors credit, exams and special requirements. Check to see if a placement test is required (especially for language and math classes). For testing information see: http://testing.wisc.edu. If a class is full, contact departments and instructors about waiting lists. Find contact information at: www.wisc.edu/academics/departments.php or http://registrar.wisc.edu/documents/Phonelist.pdf.

ADD COURSES TO YOUR WISH LIST (after November 2) then in your Wish List/Shopping Cart check “Validate” so you can determine in advance whether you will have trouble adding the course(s) at your enrollment time. **Many classes cannot be added until you are first cleared by the department in the enrollment system. As there may only be a few seats open at your enrollment time, doing a Wish List validation is a very important step.** If you do not see the green “OK to add” note, contact the department to seek permission to add class at your enrollment time. Find contact information at: www.wisc.edu/academics/departments.php or http://registrar.wisc.edu/documents/Phonelist.pdf. Be sure to provide the department with your 10-digit Campus ID number.

For questions about prerequisites or eligibility to enroll in a course consult with the department/instructor offering the course.

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Enrollment steps:

Follow these steps to ENROLL on November 12

ENROLL in your courses via the Student Center during your enrollment period. Avoid the $25 late enrollment fee by enrolling in your class by the enrollment deadline (January 22, 2016). Check deadlines at: http://registrar.wisc.edu. If your class is full at your enrollment time, you may be able to use the electronic Wait List function in your Student Center. In some cases you may not be able to enroll in your class before it begins. In this case, simply go to the class(es) you are interested in and enroll before the enrollment deadline on January 22nd.

Web Enrollment Hours: 24 hours a day, Monday – Saturday, and from 12:00 noon on Sundays.
Enrollment Assistance: Call 608-262-0920 or go to the Self Service Counter in Room 10301 333 East Campus Mall, Mon.-Fri. 7:45-4:25 pm

CONFIRM your course enrollment in the Student Center. A Summary Grid with your enrolled courses listed will appear in your Student Center once you have successfully enrolled.

PAY tuition. Enrollment in courses generates an eBill which can be viewed under the Finances section of your MyUW Student Center. You will not receive a paper bill. Most exchange students do not pay tuition to UW-Madison because your exchange agreement requires that you pay tuition to your home institution. As an enrolled student you are responsible for payment of all fees/tuition and for grades in these courses unless you officially drop them or withdraw from the university by the appropriate deadlines.

REVIEW all deadlines, including add/drop, withdrawal, audit conversion, pass/fail, and fee refund dates. Deadlines for dropping each course with and without full or partial tuition refunds are found in the Student Center by clicking on the calendar icon listed next to each class you have added. These dates are also available on the web under “Deadlines at a Glance” at http://registrar.wisc.edu. Note: Procedures and forms for Credit to audit changes, Pass/Fail Privilege, and Withdrawal are available at: http://registrar.wisc.edu/student_forms.htm.

CHECK WiscMail frequently throughout the semester as it is your official UW-Madison email account. You can find the link to WiscMail in MyUW. After the first day of class all official university email will be sent to this account (including eBill notification). Your email address will be: yourNetIDhere@wisc.edu

Other helpful information:

Demos on Wish List, Wait List, and other Student Center functions: http://registrar.wisc.edu/demos.htm
Course Guide - use to find detailed class information: http://registrar.wisc.edu
General Advising-Your general academic advisor is your UW-Madison exchange coordinator in either Business, Engineering, or International Academic Programs: http://continuingstudies.wisc.edu/advising/exchange.htm Or you may contact Adult Career and Special Student Services at: advising@dcs.wisc.edu; 608-263-6960; http://continuingstudies.wisc.edu/advising

Have a great semester!