

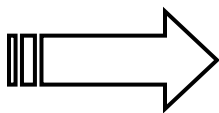


Getting UW Madison Credit for Wisconsin Teacher Enhancement Program Professional Development Courses

There are five steps to getting UW Madison credit and registering for a professional development course or workshop offered at the M.O.O. or through the Wisconsin Teacher Enhancement Program (WisTEP). Telephone “help” numbers are provided at each step if you have any problems.

Step 1	Get admitted to UW-Madison as a Special Student <i>In order to take a class at UW Madison, you must first be a student. If you were a special student at UW Madison during the previous term, you might not need to re-apply. Call the Adult & Student Services Center (608-263-6960) to check. If you are a current UW Madison student, skip to Step 3. If not, follow the steps below:</i>
---------------	--

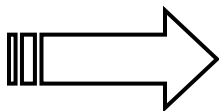
- Complete and submit the special student online application, available at <http://apply.wisconsin.edu>. Please apply at least 3-4 weeks before the course begins. Be sure that you select Nondegree as your *Reason for Applying* and select UNPS or UNDS as your *Applying As* option. For *Academic Plans* be sure to list the name of the course or workshop.
- Wait to receive a letter from Adult and Student Services Center informing you that you have been admitted. Admission takes approximately 2 weeks. **Save the letter! You will need the 10-digit student ID number included at the bottom left-hand corner.**



*Have questions about the course? Contact Catherine Woodward, cwoodwar@wisc.edu or 608-265-9065.
Have questions about the application process or status of your application? Call Adult and Student Services at 608-263-6960*

Step 2	Activate your NetID and Password <i>You can do this as soon as you receive your 10-digit student ID number. Previously enrolled UW students may already have completed this step. If you have a UW email account (username@wisc.edu) your NetID is the part before the @ sign.</i>
---------------	---

- Go to My UW: <http://my.wisc.edu>
- Click on the “Activate your NetID” link near the top of the page. You will need your 10-digit student ID and your birthdate.
- Write down your NetID and password. You will need them to enroll in your course.

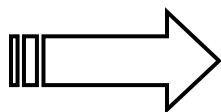


Trouble activating your NetID? Forgot your password? Call the DoIT Help Desk at 608-264-4357

Step 3	Obtain Enrollment Authorization <i>You must send your 10-digit student ID number to your course coordinator, or Kevin Niemi (kjniemi@wisc.edu, 262-5480) to be permitted to enroll in the course. You will receive a 5-digit course number that you will need for the next step.</i>
---------------	--

Step 4	<p>Enroll in your course <i>You will need the 5-digit course number you obtained in Step 3. There are enrollment deadlines for each semester, usually within a week of the course start date. Click on the “Key Deadlines” link on this website: http://www.registrar.wisc.edu/students/reg_enrlmnt/</i></p>
---------------	--

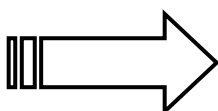
- Go to MyUW: <http://my.wisc.edu>. Input your NetID and password. Click on “Student Center”.
- Click on the “Course Enrollment” link. If “select term” appears, choose the correct semester.
- Input the 5-digit course number in the “Enter Class Nbr” box, then click “Enter”
- A new screen will pop-up showing the class you have selected. The correct course title should appear, and possibly other information about the class. Under “Class Preferences”, you will find the word “Units”. Select the number of credits (usually 1 or 2) that is being offered to you for the course.
- Click on “Next”. A new screen will pop up stating that you have added the course to your enrollment shopping cart.
- Click on “Continue”. Confirm that the course information is correct and click on “Finish Enrolling”.
- If you were able to successfully add the class, a green check mark should appear on the right side of the box under “status”. If not, a red X will appear. An explanation of the error is to the left of “status”. You can click on “Fix Errors” to correct any incorrect information.
- Verify your schedule by clicking on “My Class Schedule” to make sure your course is listed.



Trouble with Step 4? Contact the Enrollment Help Desk, 608-262-0920 or the Adult and Student Services Center, 608-263-6960.

Step 5	Pay for your course
---------------	----------------------------

- After you enroll the Bursar’s Office will bill you. Expect the bill within two weeks of enrolling. The bill will **not** identify the class for which you are being billed.
- Pay the bill by the deadline or you will be charged a \$100 late payment fee. You can check the status of your bill and payment via MyUW in the “Student Center”.
- If you stop attending the course or decide not to attend at all, you **MUST** drop the course or you will be responsible for any fees or charges. Use the online enrollment system to drop a course by the drop deadline.



Trouble with Step 5? Contact the Bursar’s Office, 608-262-3611

What you need:	How to get it:	Keep track here:
Your 10-digit student ID #	It is included in your admissions letter (see Step 1).	
Your NetID	Activate your NetID using your Student ID number at http://my.wisc.edu	
Your NetID password	You’ll create one when you activate your NetID	
Your 5-digit course #	See Step 3	