Avoid $100 late fee—tuition payment deadline is September 16, 2015.

**These dates apply to courses running the full semester. Consult the Student Affairs Office for the add and drop deadlines for 10-week and shorter courses. If you received financial aid during the Fall 2015 semester, the date your withdrawal is posted in PRISM will be used to determine the amount of any repayment you may owe. (see above)
HOW TO REGISTER

Continuing students may register through PRISM after meeting with their advisor. Priority registration times are assigned by total credits earned. A date will be assigned to you and will be available through your PRISM account.

New students must have completed an Application for Admission and received an acceptance letter before they may register. A new student fee ($115 for new students/$85 for transfer students) will be posted to your student account. Students with questions regarding their eligibility to register should contact the Student Affairs Office at (920) 459-6633.

NO SHOW POLICY

If you do not attend the first class of any full term course and have not contacted your instructor by e-mail, phone, or mail, you may be dropped from the course. If you do not attend any of your first class sessions, you will be withdrawn from UW-Sheboygan and will be charged a mandatory $50 administrative withdrawal fee.

ACADEMIC AND FEE INFORMATION

Credit Load and Sophomore Standing
You may enroll in a maximum of 18 credits per semester (fall and/or spring).

High school special students will be limited to six credits per semester.

Credit restrictions also may be imposed on students who are designated as at risk and/or are enrolled in developmental coursework. You must have the approval of the Assistant Campus Dean for Student Affairs and Enrollment Management to enroll in more than the maximum number of 18 credits. You reach sophomore standing when you have earned 30 or more degree credits.

Student Success Center
The Student Success Center, located in room 3108, provides free individual and group peer tutoring Monday through Friday during the fall and spring semesters and summer sessions. Student tutors offer help in a variety of subjects. You may also request tutoring for specific subject areas. Schedules listing specific tutoring hours and subjects for each hour are posted on the Student Success Center web page and in the Student Affairs Office. Study skills materials, including handouts on test taking and note-taking, are also available. If you have additional study skills or tutoring needs other than those formally offered, please contact the Student Success Center.

Placement Tests
Placement tests in English and mathematics and the Multiple Measures Writing sample are required of all new students and may be advised for transferring students. These tests are offered on a regular basis.

The cost of these tests is covered under your New Student Fee which will be posted to your account. World Language placement tests are also available to individuals who have experience with a foreign language and wish to continue. Placement tests are made available at registration.

Advising, Registration and Orientation
New students and transfer students are required to meet with an advisor and attend Advising and Registration, then Orientation. Student Affairs advisors, peer advisors, and faculty will assist you in selecting classes based on your individual background and interests.

Continuing and re-entry students are required to make individual advising appointments with academic advisors prior to registration.

Tuition, Fees, and Fee Payment
The Board of Regents sets the fee schedule for all units of the University of Wisconsin System. Registered students do NOT receive paper invoices. Visit the UW Colleges website for tuition and fees schedules at uwc.edu/money-matters/business-office/tuition-fees/sheboygan.

Financial Aid
Financial aid is available to registered students with demonstrated need.

You must enroll in at least 12 credits to be eligible for maximum aid, however, students enrolled in fewer than 12 credits may also be eligible for aid. To determine financial need, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.

The UW Colleges Financial Aid Office determines the type and amount of financial aid. You must make satisfactory academic progress toward your degree to continue to be eligible for financial aid. Contact Student Affairs for additional financial aid information.

Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations require all institutions to establish academic standards that ensure students are progressing toward the completion of a degree.

Students who receive financial aid are, therefore, required to meet the UW Colleges Satisfactory Academic Progress policy standards. To remain eligible to receive financial aid, you are required to meet the following three conditions:

- Maintain a minimum cumulative grade point average (GPA) of 2.0 after completing 48 or more credits. (There is a graduated scale for less than 48 credits).
- Successfully complete two-thirds of the credits you attempt.
- Attempt a maximum of 90 credits, including transfer credits and nondegree/remedial credits.

The complete UW Colleges Satisfactory Academic Progress policy (SAP policy) is located at www.uwc.edu. It is your responsibility to acquaint yourself with the entire policy and to direct your questions to the Student Affairs Office.
Financial Aid Appeal Procedure
Information is available through the Student Affairs Office.

Federal Work-Study
Federal Work-Study is part of the financial aid program. Those students who accept financial aid work-study awards are eligible to interview for part-time jobs on campus working for faculty, academic staff, or campus support services. Work-study awards are not posted as payment toward tuition.

Veterans’ Benefits
Eligible veterans will be certified. All veterans should make an appointment with Mary Balde in the Student Affairs Office to discuss benefits.

Check with the Sheboygan County Veterans Service Office, located at the Sheboygan County Courthouse Annex for further information. Members of the National Guard should consult with their unit regarding possible eligibility for tuition reimbursement.

DISTANCE EDUCATION
Student Expectations and Participation
The UW Colleges Distance Education program offers courses to students using four different modes: Wiseline Web, computer-based training, compressed video, and online. These courses expand offerings and/or provide a mechanism for students to take courses from their home, in the case of online courses. Computer proficiency, especially in the use of e-mail and the World Wide Web, is strongly recommended. Students will be asked to complete an orientation and skills screening prior to the start of the semester. If you have any questions about UW Colleges distance education offerings, contact Student Affairs or visit www.sheboygan.uwc.edu.

Course Modes Available to UWC Students
Compressed Video (CV): CV utilizes audio, computer, and video connections simultaneously. This enables faculty and students to interact with each other’s coursework while viewing each other in a real time classroom setting. Note: There is a per credit technology fee for all CV courses.
Wiseline Web (WLW): WLW links an audio connection with common web-based courseware. This enables faculty and students to converse while interacting with one another’s documents and graphics in a real time classroom setting. Note: There is a per credit technology fee for all WLW courses.
Online (ONL): In UWC Online courses, students and faculty interact with each other as class members over the Internet. Instructional courseware utilizes web pages, discussion groups, and UWC e-mail. Online courses do not meet at a particular time or place, but they are structured within the academic semester time frame and require class participation several times each week. These courses have different tuition, fees, and payment requirements; they are listed separately in this timetable and at www.online.uwc.edu.
Streaming Video: Lectures are recorded and made available via the internet. Note: There is a per credit technology fee for all streaming video courses.

Distance Education Textbooks
Textbooks for ALL Distance Education (DE) Courses (including all modes above) are available. To order your textbooks, link to Neebo Textbooks at http://online.uwc.edu/academics/resources/textbooks.

Refund Policy and Schedule
If you have paid your tuition and fees and then drop a course or withdraw from the University, your refund will be mailed to you in approximately 3-5 weeks from the start of the semester. The amount of your refund will be based on the following:

REFUND SCHEDULE FOR WITHDRAWALS AND DROPS

<table>
<thead>
<tr>
<th>Week of Session</th>
<th>Session Length</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4+</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Weeks+</td>
<td>100%*</td>
<td>100%*</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>8-11 Weeks</td>
<td>100%*</td>
<td>100%*</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>5-7 Weeks</td>
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<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-4 Weeks</td>
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<td>25%</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Weeks</td>
<td>100%*</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Course Fee: Non-refundable after the second week of the term.
Online Administrative Fee: Non-refundable after the close of online registration.

*Less the $50 forfeiture/withdrawal fee if you are totally withdrawn during the 100% refund period.

POLICY STATEMENTS
Rights of Access to Student Records
Under the federal Family Educational Rights and Privacy Act of 1979 (FERPA) as amended, students have specific rights to review, withhold, or share information in their records. The UW Colleges construes the following to be directory information that is available to the public: name, address, telephone number, date of birth, dates of attendance, degrees and awards received, gender, marital status, major field of study (including current classification, year-in-school, credit load, and number of credits earned toward a degree), participation in officially recognized activities and sports, weight and height of members of athletic teams. No other information will be released to a third party, except as provided by law, without the student’s prior consent.

In addition, the student has the right to inform the UW Colleges that the above information cannot be released without prior consent. If a student chooses to have directory information restricted, the appropriate request form needs to be filed in the Student Affairs Office. For more information regarding the UW Colleges policy, please see the UW Colleges catalog.

For a complete list of policy statements please refer to www.sheboygan.uwc.edu or the UW Colleges catalog.

BOOKSTORE HOURS
For a complete listing of the Bookstore’s hours, visit sheboygan.uwc.edu/campus/resources/bookstore or call (920) 459-6614.
All students are assigned a campus e-mail account.

Please check yours regularly at sheboygan.uwc.edu