Avoid $100 late fee—tuition payment deadline is February 6, 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 Spring 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)
**ADMISSION INFORMATION**

Examine the chart at the right to find the category that best describes you and then read across the columns to determine your admission requirements and procedures. Special students and auditors who do not plan to apply for financial aid or veterans’ benefits may submit a UW System Special Student Application. All others should submit a UW System Undergraduate Application and send in official transcripts. Apply online at: apply.wisconsin.edu. Call (920) 459-6633 if you have questions.

If you plan to take online courses only, go to www.online.uwc.edu to apply and register.

**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 If you do not attend any of your first class sessions, you will be withdrawn from UW-Sheboygan and will be charged a mandatory $50 administrative withdrawal fee.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 session. 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

<table>
<thead>
<tr>
<th>Category</th>
<th>Definition</th>
<th>Application Fee $44</th>
<th>Official Transcript</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>New First-Year Students</td>
<td>High school graduates or GED/HSED recipients</td>
<td>Required</td>
<td>Official high school transcript or GED/ HSED score report</td>
<td>Submit ACT or SAT score report (see note 1)</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>Students who have attended another college or university</td>
<td>Required (see note 6)</td>
<td>Official high school and college transcripts</td>
<td>UW Colleges academic regulations apply</td>
</tr>
<tr>
<td>Re-Entry Students</td>
<td>Students previously enrolled at UW-Sheboygan who have not attended another college after leaving UW-Sheboygan</td>
<td>Exempt if previously paid</td>
<td>Official high school transcripts are required if previous enrollment at UW-Sheboygan was 5 or more years ago.</td>
<td>UW Colleges academic regulations apply</td>
</tr>
<tr>
<td>Special Students</td>
<td>Students interested in taking courses but not seeking a UW-Sheboygan degree</td>
<td>Exempt</td>
<td>Exempt (see note 5)</td>
<td>(see note 2)</td>
</tr>
<tr>
<td>Second-Degree Students</td>
<td>Students who have previously earned an associate degree or beyond.</td>
<td>Exempt</td>
<td>(see note 5)</td>
<td>None</td>
</tr>
<tr>
<td>High School Special, Youth Options and Course Options Students</td>
<td>High school students interested in taking college-level course work</td>
<td>Exempt</td>
<td>Official high school transcripts</td>
<td>Letter of recommendation from high school counselor and permission of parents (see note 3)</td>
</tr>
<tr>
<td>Auditors</td>
<td>Non credit seeking</td>
<td>Exempt</td>
<td>Exempt (see note 4)</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. ACT or SAT score reports are not required from new freshmen applicants who are age 21 or older by the first day of classes.
2. Special students who wish to become degree-seeking students must submit a UW System Application for Undergraduate Admission, the application fee, and official educational records after completing six credits of course work before they will be permitted to enroll in additional courses.
3. If applying as a Youth Options, Course Options or a High School Special Student, contact your high school for application requirements.
4. Beginning the first day of classes and with the instructor’s permission, auditors may enroll in lecture type classes on a space-available basis. Distance education classes are not available to auditors.
5. Unofficial transcripts may be required to prove completion of prerequisite course work.
6. If you have previously attended UW-Sheboygan or another two-year UW College and earned credit, this fee is exempt.

**New Student Fee** which will be posted to your account. World Language placement tests are also available to individuals who have taken a foreign language in high school and wish to continue. Placement tests are scored promptly and 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: Wisline 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.

Wisline 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.

UW COLLEGES ONLINE INFORMATION

UWC Online course information is available at www.online.uwc.edu and is updated regularly. It is the student’s responsibility to access this website for specific information including all Online course schedules, deadlines, and payment information.

Online Registration

You will register for UWC Online courses through UW Colleges PRISM self service system just as you would for any on campus courses. Online registration begins November 11, 2014, and ends January 18, 2015.

Online Courses and Textbook Information

UW Colleges Online course tuition, fees and registration dates differ from the UWC campuses. If you are a UWC degree-seeking student, please contact the helpdesk (1-877-449-1877) for further information on financial aid in advance to ensure your financial aid is in place by tuition due date (day 10) to avoid a $100 late fee. For more information, visit the UW Colleges website at www.online.uwc.edu.

Textbooks for ALL Distance Education (DE) Courses (including Online, CV, & WLW) are available through Neebo Textbooks at http://online.uwc.edu/academics/resources/textbooks.

DROPPING COURSES

A course may be dropped during the first 10 weeks of a semester-long course, the first five weeks of an eight-week course, or a proportionate time for shorter courses. If a course is dropped after the second week of classes, a grade of W (Withdrawal) will be recorded on your official record; a W has no grade point impact.

Prior to dropping a course, students should meet with Student Affairs personnel to discuss possible effects of dropping courses on financial aid.

Refunds/adjustment of fees owed will be according to the UWC schedule available at http://uwcc.edu/money-matters/business-office/refund-schedule.

Non-attendance does not guarantee/constitute a drop or automatic withdrawal. Your withdrawal must be completed in PRISM.

Withdrawal Policy

ALL students who withdraw or are withdrawn from classes between January 26—February 6, 2015 will be charged an administrative withdrawal fee of $50. If you withdraw from all of your classes after February 6, 2015 and have not paid your tuition in full, you will be responsible for tuition and fees until you officially withdraw from the University for the semester (Separate terms apply to online courses). The date your withdrawal is posted in PRISM will be considered official. Until your withdrawal request is posted, you will be responsible for your tuition, fees and late fees, if applicable. (see chart below).

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>12 Weeks</th>
<th>8-11 Weeks</th>
<th>5-7 Weeks</th>
<th>3-4 Weeks</th>
<th>2 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Week 1</td>
<td>Week 2</td>
<td>Week 3</td>
<td>Week 4+</td>
<td>Week 1</td>
<td>Week 2</td>
</tr>
<tr>
<td>1</td>
<td>100%*</td>
<td>100%*</td>
<td>50%</td>
<td>25%</td>
<td>100%*</td>
<td>100%*</td>
</tr>
<tr>
<td>2</td>
<td>100%*</td>
<td>100%*</td>
<td>50%</td>
<td>25%</td>
<td>100%*</td>
<td>100%*</td>
</tr>
<tr>
<td>3</td>
<td>100%*</td>
<td>100%*</td>
<td>50%</td>
<td>25%</td>
<td>100%*</td>
<td>100%*</td>
</tr>
<tr>
<td>4</td>
<td>100%*</td>
<td>100%*</td>
<td>50%</td>
<td>25%</td>
<td>100%*</td>
<td>100%*</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 construct 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.
Course Designations - Spring 2015

AP - Application/Performance
ART 101, 102, 103, 112, 121, 125, 131, 212, 231; BUS 110, 201, 202, 210, 230; ENG 203, 210; CTA 103, 104, 131; CTA 232; EGR 105, 110; HES 005, 027, 123, 190; MUS 002, 004, 072, 074, 075, 107, 182, 282

Eng
ENG 102; MAT 108, 110

EL - Elective
BUS 101; EGR 282; ENG 101; HES 206; MAT 105; LEC 100

ES - Ethnic Studies
ANT/AIS 302; GEO 102; HIS 102; MUS 273, 278; SPA 247, WOM 247

FA - Fine Arts
ART 183, 290; WOM 295; CTA 150; MUS 172, 272, 273, 285

HU - Humanities
ENG 276, 281; HIS 162; PHI 101, 237, 248, 261; REL 101, 261; FRE 105, 205; SPA 105, 247; WOM 247; CHI 105; WOM 102

IS - Interdisciplinary
ART 290; WOM 295; EGR 105; ENG 276; PHI 237; REL 101; WOM 102

MS - Math Science
CPS 216, 245, 260, 265; MAT 110, 113, 117, 132, 211, 221, 222; MAT 223/234, 262; PHI 211

NS - Natural Science
AST 106; CHE 363; EGR 201, 202; HES 209; MLG 100; PHY 107

NS/LS - Natural Science/Lab Science
BIO 171, 191, 251, 286; CHE 124, 155, 203, 211, 361; GEO 106, 125; PHY 142, 202; AST 106

Non-Degree Credit
ENG 098, 099; LEA 101; MAT 090, 091

SS - Social Science
ANT/AIS 302; BUS 244; ECO 203; GEO 102; HIS 102, 257; POL 104, 120; PSY 202, 250; EDU 230; SOC 130, 238, 246; WOM 238

KEY TO ABBREVIATIONS
AP ....................................... Application and Performance
DIS ......................................... Discussion
ND ............................................. Non-Degree Credit
EL ........................................... Elective
LS ............................................ Laboratory Science
ES ............................................. Ethnic Studies
MS ......................................... Mathematical Science
FA ............................................. Fine Arts
NS ........................................... Natural Science
HU ............................................ Humanities
SS ............................................ Social Science
IS ........................................... Interdisciplinary Studies
WE ........................................... Writing Emphasis
NS/LS ................................... Natural Science/Lab Science
CORE .................................. Core Graduation Requirement