



# Applying for UW-Madison Academic Credit **SCHOOL NURSING IN THE CONTEXT OF COMMUNITY HEALTH PRACTICE**

Thank you for your interest in the Spring 2020 course, School Nursing in the Context of Community Health Practice. **In order to receive UW-Madison academic credit, you must become a UW-Madison student.** The instructions below will guide you through the application process as a University Special/Non-degree student at UW-Madison. Please allow 20-30 minutes to answer the application questions to the best of your ability.

## **APPLY**

If you are not already a UW-Madison student, go to [www.acsss.wisc.edu/apply](http://www.acsss.wisc.edu/apply) to file your official UW-Madison Special student application. The sections of the application are indicated below:

- Register as a New User or login as an Existing User
- Create a New Application
- Personal Information
- Contact Information
- Background Information
- Program

Term:	Spring 2020
Applying As:	Pre-Selected Populations (UNPS)
I have the following academic plans:	School Nursing in the Context of Community Health Practice (Nursing 470)

- Educational History
- Residency for Tuition Determination  
*Wisconsin Statutes, Section 36.27(2), govern resident status for tuition purposes. If you do not qualify as a Wisconsin resident, in most cases your tuition will be assessed at the higher out-of-state rate. Although these questions are quite detailed, please answer them to the best of your ability to avoid processing delays.*
- Review & Submit



*\*\*\*Students who previously attended the University of Wisconsin-Madison but have not been enrolled for one or more semesters are considered reentry students. If you recall your MyUW NetID and password, you may submit the shorter Reentry Special Student Application & Residence for Tuition Purposes Application in your Student Center.*

## **ADMISSION**

UW-Madison Special student admission will be granted within a few business days and a congratulatory email and postal letter will be distributed. At this time, activate your NetID and password at <https://my.wisc.edu> to access your MyUW Student Center.

## **ENROLLMENT**

1. PRIOR to enrollment, you must contact Karen Mittelstadt at [mittelstadt@wisc.edu](mailto:mittelstadt@wisc.edu) or 608-263-5284 with your campus ID number. You will not be able to enroll until we have authorized your registration.

2. Activate your Net ID and password and log into your Student Center at <https://my.wisc.edu>.
3. Check your enrollment dates and times.
4. Click on 'Course Search & Enroll'.
5. Select your desired term. Click on 'Add by class number' to input the five-digit class number and click 'Check credits' and 'Add to cart'. (See chart below)

<b>ADN-prepared RNs</b>	N470 – Section 003	Class # 23757	3 Units
<b>BSNs in the School Nurse Cert.</b>	N470 – Section 002	Class # 24265	2 Units

6. Proceed to the shopping cart icon at the top which will indicate the selected course.
7. Click on the checkbox next to the desired course and click the 'Enroll' button.
8. View your successfully enrolled courses in the Enrolled list in the My Courses tab.

\*\*\*View a step-by-step tutorial of the registration process at: [www.registrar.wisc.edu/course-enrollment](http://www.registrar.wisc.edu/course-enrollment)

## TUITION PAYMENT

After you enroll, your bill will be generated in your MyUW Student Center under the Finances heading. Ensure you pay by the stated deadline to avoid late payment charges.



## QUESTIONS

*Application questions*, contact Adult, Career and Special Student Services at 608-263-6960 or [advising@dcs.wisc.edu](mailto:advising@dcs.wisc.edu).

*NetID questions*, contact the DoIT Help Desk at 608-264-4357.

*Enrollment questions*, contact the Enrollment Help Desk at 608-262-0920.

*Billing questions*, contact the Bursar's Office at 608-262-3611.

Please contact Karen Mittelstadt, [mittelstadt@wisc.edu](mailto:mittelstadt@wisc.edu), 608-263-5284 with any questions about the course.