

Enrolling for Modules in the Advanced Studies Program in
Equity & Cultural Competence
Counseling Psychology 620

There are four steps to getting enrolled for the modules contained in the Advanced Studies program in Equity & Cultural Competence. Please read through the directions for each step carefully. Telephone “Help” numbers are provided for each step if you have any problems.

Step 1	Getting admitted to UW Madison as a Special Student In order to take a class at UW Madison, you must first be a student. If you were a special student at UW Madison in the past, you might not need to reapply. Call the Adult and Student Services Center (ASSC) (608-263-6960) to check. Everyone else should follow the steps below
---------------	---

- Complete the special student web application for the Spring 2008 term. Applications are available online at <http://apps9.uwex.edu/pls/ea/apply.special?src=MSN&srcu=MSN&uw=MSN>
- Be sure that you select UNDS as your classification and list “Advanced Studies in Equity & Cultural Competence” for your academic plans (Section 1, Question 4)
- Submit the online application
- Wait to receive a letter from the Adult and Student Services Center informing you that you have been admitted. Admission takes approximately two weeks
- Save the letter! You will need the 10-digit Student IC number included at the bottom left-hand corner

Have questions about the course? Contact Jenny Lindwall, Email: jlindwa@wisc.edu, (608) 262-2712

Have questions about the status of your application? Having trouble completing the online application? Contact the Adult and Student Services Center, (608) 263-6960

Step 2	Activating you NetID and Password You can do this as soon as you receive your 10-digit Student ID. Previous UW students may already have completed this step. If you have an email account @wisc.edu, your NetID is the part before the @ sign.
---------------	---

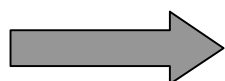
HINT: the web sit <http://registrar.wisc.edu/enrollmenthelp/WebInstructions.php> shows step-by-step instructions of Steps 2 and 3, including images of the web pages

- Got to MyUW, <http://my.wisc.edu>
- Click on the “Activate your NetID” link near the top right of the page. You will need your 10-digit Student ID and your birth date
- Write down you NetID and password. You will need them to enroll.

Trouble activating your NetID? Forgot your Password? Contact the DoIT help desk, (608) 264-4357

Step 3	<p>Enrolling in your class.</p> <p>Special students are only able to enroll the day before the class begins. If you have not yet received your special student enrollment verification letter, you can still take the class. Simply contact the instructor to verify your intent to enroll.</p>
--------	---

- Go to MyUW, <http://my.wisc.edu>
- Input your NetID and password. On the “My Front Page” tab, click on “Student Center”
- Click on the “Add a Class” link. A new browser window will open
- Select the correct enrollment term from the list (Spring 2008) and click on it
- Input the five digit class number in the “Enter Class Nbr” box (this number will vary depending on which module you are registering for), then click “Enter”
- A new screen will pop-up showing the class you have selected. It should identify the class for which you are registering. If the correct class name and number is shown, click on “Ok”
- Under the “Class Notes” section you will find the word “Units”. Select one for the number of credits or units for this course
- Click on “Next”. A new screen will pop-up stating that you have added the course to your enrollment shopping cart. The blue box, “Spring 2008 Enrollment Shopping Cart,” should appear with the course information
- Click on “Proceed to step 2 or 3”. A new screen will pop-up. Confirm that the course information is correct and then click on “Finish Enrolling”.
- If you were able to successfully add the class, a green check mark will appear on the right side of the box under “status”. Of you are not successfully able to add the class, a red X will appear under “status”. You can click on “Fix Errors” to correct any incorrect information.
- Verify your schedule by clicking on “My Class Schedule” in the upper left hand corner of the page.



Trouble with Step 3? Contact the Enrollment Help Desk, (608) 262-0920 or the Adult and Student Services Center, (608) 263-6960

Step 4	<p>Paying for your class</p> <p>Tuition for one credit: WI residents: \$301.35; Non-residents: \$895.10</p>
--------	---

- 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 on MyUW under the Financial Tab



Trouble with Step 4? Contact the Bursar, (608) 262-3611

SUMMARY:

As you go through the steps, keep track of the following information for your records:

What you need	How to get it	Keep track here
Your 10-digit Student ID	It is included in your admission letter or email <i>See Step 1</i>	
Your NetID	Once you get your Student ID, you can activate your NetID by going to http://my.wisc.edu Your NetID is based on your name <i>See Step 2</i>	
Your NetID Password	You will create one when you activate your NetID <i>See Step 2</i>	
The five-digit class number for the module that you are signing up for	Available on the website,	