

# Getting UW Madison Credit for GENERAL SEMINAR: GLS EDUCATOR SYMPOSIUM (SUMMER)

272-675, Session HAA, Section 1, Class #18017


There are four steps to getting UW Madison credit. Please read through the directions for each step carefully. Telephone "Help" numbers are provided for each step if you have any problems. We hope you enjoy your course!

## 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 during the SPRING 2009-10 term, you might not need to re-apply. Call the Adult & Student Services Center (608-263-6960) to check. Current UW Madison students should **not** become special students. They should just enroll for the class using MyUW. Everyone else should follow the steps below.*

- Complete and submit the special student web application for the SUMMER 2010 term. Applications are available online at <https://apply.wisconsin.edu>. **Please apply by JUNE 13, 2010, however, earlier submission is appreciated.** (Note: This symposium is held June 12, 2010; however, you will be registering for credit during the HAA session in July so will not receive credit for this until after July 18, 2010). Please complete it in full or the process will be delayed. Be sure that you select Nondegree as your *Reason for Applying* and select UNPS or UNDS as your *Applying As* option. Also, be sure to list **GENERAL SEMINAR: GLS EDUCATOR SYMPOSIUM** for your academic plans.

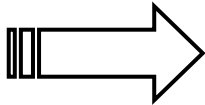


**Deadline  
to Apply:  
6/13/10**

- 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 ID number included at the bottom left-hand corner.**

*Have questions about the course? Joyce Zander, [jzander@education.wisc.edu](mailto:jzander@education.wisc.edu), 263-4602*



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

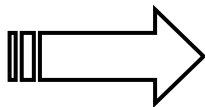
## Step 2

### Activating your NetID and Password

*You can do this as soon as you receive your 10-digit Student ID. Previously enrolled UW students may already have completed this step. If you have an email account @wisc.edu, your NetID is the portion before the @ sign.*

**HINT:** The web site [http://registrar.wisc.edu/Enrollment\\_demos.php](http://registrar.wisc.edu/Enrollment_demos.php) shows step-by-step instructions of Steps 2 and 3, including images of the web pages.

- Go to My UW, <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 birthdate.
- Write down your NetID and password. You will need them to enroll.



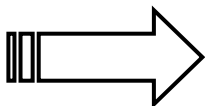
*Trouble activating your NetID? Forgot your Password? Contact the DoIT help desk, 608-264-4357.*

### Step 3

#### Enrolling in your Class

*SUMMER enrollment begins APRIL 5, 2010. Enroll by July 12, 2010 to ensure that you do not receive a late enrollment fee.*

- Go to MyUW, <http://my.wisc.edu>. Input your NetID and password. Click on “Student Center.”
- Click on “Course Enrollment” link. (If Select Term pops up, choose correct term.) Make sure the enrollment term is correct (SUMMER 2010). If not, click “Change Term.”
- Input the five digit class number, **18017**, in the “Enter Class Nbr” box, then click “Enter.”
- A new screen will pop-up showing the class you have selected. It should identify the class as **GENERAL SEMINAR (GLS Educator Symposium), 272-675, Section 1**. You may also find some course notes regarding the course. Under the “Class Preferences” section, you will find the word “Units”. Select 1 for the number of credits if 1 is not already listed.
- Click on “Next”. A new screen will pop-up stating that you have added the course to your enrollment shopping cart. The blue box (“SUMMER 2010 Enrollment Shopping Cart”) should appear with the course information.
- Click on “Continue Enrolling”. 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 should appear on the right side of the box under “status”. If you were not successfully able to add the class, a red X will appear under “status”. 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 the “My Class Schedule” button to see if your course is listed.



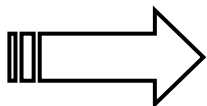
*Trouble with Step 3? Contact the Enrollment Help Desk, 608-262-0920 or the Adult and Student Services Center, 608-263-6960*

### Step 4

#### Paying for your class

**TUITION: \$100 per credit**

- After you enroll, the Bursar’s Office will bill you via e-mail to your WiscMail (NetID@wisc.edu) account. You can access this account at <https://wisemail.wisc.edu>. Expect the e-mail within two weeks of enrolling. The bill will **not** identify the class for which you are being billed. Also, please note you will **not** receive a paper copy of this bill in the mail.
- 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.



*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:
<b>Your 10-digit Student ID (SID)</b>	It is included in your admission letter or email. <i>See Step 1.</i>	
<b>Your NetID</b>	Once you get your SID, you can activate your NetID by going to <a href="http://my.wisc.edu">http://my.wisc.edu</a> . Your NetID is based on your name. <i>See Step 2.</i>	
<b>Your NetID Password</b>	You will create one when you activate your NetID. <i>See Step 2.</i>	
<b>The five-digit class number for GENERAL SEMINAR (GLS Educator Symposium),</b> Instructor of Record: Constance Steinkuehler-Squire		call number: <b>18017</b>