

# REGISTERING FOR CLASSES

## REGISTRATION FOR CONTINUING STUDENTS

Continuing students should check with the Registrar's Office or review the information at <https://www.uwplatt.edu/departments/registrar> (<https://www.uwplatt.edu/departments/registrar/>).

Each student must meet with an assigned academic advisor before registering to review their requirements and discuss their desired course schedule. The advisor will then provide the student with a personal identification number to release the advising hold.

Students are assigned a priority registration appointment based upon the number of credits earned: those with the most credits earned (seniors) register first, followed by juniors, sophomores and freshmen. Courses fill on a first-come basis; therefore, students are encouraged to take advantage of priority registration.

Students who miss priority registration may still register during regular or late registration. Dates for these registration periods are also listed on the academic calendar (<https://www.uwplatt.edu/academic-calendar> (<https://www.uwplatt.edu/academic-calendar/>)).

Students who have been identified as veterans through the Wright Center for Non-Traditional and Veteran Students will receive an earlier registration appointment in compliance with state and federal regulations. Please see the detailed priority registration schedule at: <https://www.uwplatt.edu/departments/registrar> (<https://www.uwplatt.edu/departments/registrar/>).

## ACADEMIC ADVISING

All students should meet with their assigned academic advisor on a regular basis to ensure timely degree completion. Academic advisors will be able to discuss a variety of topics, including career exploration, class concerns, connecting with resources, general academic questions, major or minor changes, planning for graduation, and registering for classes. In addition, students have access to their Academic Requirements Report and an online UW-Platteville catalog during the registration and advising process. Successful students work closely with their advisor to build their own plan for graduation.

## NEW STUDENT EXPERIENCE

The New Student Experience is designed to help new freshmen and transfer students prepare for a successful transition into their college career at UW-Platteville and UW-Platteville Baraboo Sauk County.

The New Student Experience consists of Advising and Registration, On-Campus Orientation, and Welcome Weekend. During Advising and Registration, all incoming new freshmen and transfer students meet individually with an academic advisor to review their general education requirements, learn about what their placement test results mean, and sign up for their classes. Advising for transfer students occurs during the same priority registration period as continuing students. New freshmen are advised starting in June.

Transfer students may register with continuing students only if they have been admitted and the evaluation of previous coursework has been completed before the pre-registration date. Therefore, early application is necessary for pre-registration.

For more information about New Student Experience, visit <https://www.uwplatt.edu/new-student-experience> (<https://www.uwplatt.edu/new-student-experience/>).

## REGISTRATION POLICIES

Transfer students may register with continuing students only if they have been admitted, the evaluation of previous coursework has been completed before the pre-registration date and the enrollment deposit has been paid. Therefore, early application is necessary for pre-registration.

## COURSE NUMBERING

Students should look at a course's number to determine the general difficulty level of the course and whether it will count towards their degree:

0000-0990	No credit toward graduation
1000-2990	Credit - lower level undergraduate
3000-4990	Credit - upper level undergraduate
5000-7990	Graduate level

## ACADEMIC LOAD

During the fall and spring semesters, students who enroll for 12 or more credits during a semester are classified as full-time students; students who enroll for 11 or fewer credits are classified as part-time students. The normal load for full-time students is 15-16 credits per semester, but students on academic probation may carry no more than 14 credits without special permission. To remain eligible for most scholarships and financial aid programs, students must remain classified as full-time.

Students who have not completed remedial course requirements after earning 30 semester hours will be limited to 12 credits including the remedial course. Students in good standing, except those with less than a 2.00 G.P.A., who wish to enroll for an overload of more than 18 credits or students on academic probation who wish to enroll for more than 14 credits must obtain permission from their advisor. A student carrying credit in extension or by correspondence, either with this or another university, must include these credits in computing total load. The registrar, as an ex-officio member of the Admission and Academic Appeals Committee, has been delegated the responsibility for granting permission for overloads and exceptions to established guidelines. Appeals may be made to the committee or the Assistant Provost.

In granting permission for overloads, the committee normally follows these guidelines.

Cumulative G.P.A.	Credits
Remedial not met after 1 <sup>st</sup> year	12
Less than 2.00 (on academic probation)	14
Less than 2.00 (in good standing)	15
2.00-2.74	18
2.75-3.24	19
3.25-3.49	20
3.50-3.74	21
3.75-4.00	22

**No credit will be given for unapproved overloads.**

Students who enroll for an overload without the permission of the registrar will be required to drop sufficient courses and/or credits to comply with the prescribed load limit. If a student refuses to drop courses as prescribed, the registrar and the assistant vice chancellor for academic affairs will select the courses to be removed from the record.

## REGISTRATION FEE

Students are charged a \$35 registration fee per term.

## DEGREE ASSESSMENT FEE

Students are charged a \$75 degree assessment fee. This fee is not associated with the completion of a degree and it is automatically billed in the semester after a student has earned the following credits:

- Associate Degree Students – 42 credits earned
- Bachelors Degree Students – 90 credits earned
- Masters Degree Students – 21 credits earned

## SPECIAL COURSE FEES

A course may have special course fees. Please refer to the class schedule to view any special course fees. To learn how to locate a fee in the schedule, visit the KnowledgeBase (<https://kb.uwplatt.edu/74845/>).

## TAKING COURSES PASS-FAIL

Students who desire to take courses on a pass-fail basis must apply at a time and place specified by the registrar at the beginning of each semester. Courses taken on a pass-fail basis cannot be used to fulfill general requirements or major requirements (except for courses only offered as pass-fail). Students may enroll for only one course per semester on pass-standards.

## COURSE CHANGES

All course changes must be cleared officially with the registrar; otherwise, grades of "F" will be recorded. Normally students are not permitted to add courses after the fifth day of classes of any term.

## REPEAT COURSES

Students are allowed two attempts for a course. The grade earned in the second attempt (first repeat) will replace the first grade in the grade point average. If the first grade was a passing grade and the second grade is a failing grade, the failing grade is counted and credit earned is removed.

If a student wishes to enroll in a course three or more times, a petition for the repeat must be completed and approval granted by the college dean's office. Grades earned beyond the second attempt do not replace prior grades in the grade point average. In most cases, a student requesting a third attempt (or greater) may not register until after priority registration ends. If a course is repeated at another institution, the grade is not counted in the grade point average and does not replace grades earned at UW-Platteville.

## AUDITING COURSES

A grade of satisfactory must be earned in any course audited in order to have such audit appear on the student's transcript. If the grade is unsatisfactory, the audited course shall not appear on the transcript. Audit forms must be filed at the Registrar's Office during the first week of classes.

## ADDING COURSES

Students may add courses using PASS through the 5th day of the semester. Courses may be added during the 6th – 10th day with approval of the instructor and department chairperson. Late adds after the 10th day will also require approval of the college dean's office. Students who add courses after the 10th day will be charged a late add fee of \$45 per course.

Per UWS Chapter 18.11(6b), persons present in any class, lecture, laboratory, orientation, examination, or other instructional session shall be enrolled and in good standing or shall have the consent of an authorized university official or faculty member to be considered legally present.

## DROPPING COURSES

### DROPPING DURING ADD/DROP PERIOD

Students may drop a course prior to its beginning or during the drop/add period (see Academic Calendar (<https://www.uwplatt.edu/academic-calendar/>)) at the start of each semester without the instructor's signature. The course will not be recorded on the student's transcript.

### DROPPING DURING WITHDRAWAL PERIOD

Students who drop a course after the drop period (e.g. 10th day of the fall or spring semester) will be charged a drop fee of \$45 per course. Drop fees will be billed to the student's account. The course will be recorded on the student's transcript with a notation of withdrawn. Full-semester length courses may be dropped through the tenth week.

### DROPPING AFTER WITHDRAWAL PERIOD (LATE DROPS)

Students who do not drop a course by the deadlines published on the Academic Calendar (<https://www.uwplatt.edu/academic-calendar/>) must either complete the course satisfactorily or receive the grade "F." Late drops will be permitted only in extraordinary circumstances and only with the consent of the instructor and the dean of the college. In order to be allowed a late drop, students must provide a written explanation satisfying the instructor and the dean as to the special circumstances which prevented the student from dropping the course prior to deadline.

For courses meeting less than a semester, the deadline to drop with the notation of withdrawn is as follows:

Course Length	Drop Deadline
3 weeks (Winterim)	see Academic Calendar
4 weeks	Wednesday, week 3
5 weeks	Friday, week 3
6 weeks	Wednesday, week 4
8 weeks	Friday, week 5
10 weeks	Friday, week 6
12 weeks	Friday, week 7

Students receiving educational entitlement from the Veterans Administration must report to the VA if they fail or withdraw from all courses after mid-term when enrolled in two or more credit subjects.

## UNDERGRADUATE STUDENTS ENROLLED IN GRADUATE CLASSES

All UW-Platteville undergraduate students are eligible to take graduate courses numbered 5000-6999 for graduate credit if:

- They have completed at least 60 undergraduate credits
- They have a university grade point average of 3.0 or higher
- They have a grade point average of 3.0 or higher in all previous graduate coursework, if any
- They limit their total semester credit load to a maximum of 15 credits including graduate courses (a majority of the credits they take must be for undergraduate courses)
- They secure the approval of the Dean of the College in which the course is offered.

Undergraduate students shall register for the undergraduate courses through undergraduate registration procedures and for the graduate course through graduate registration procedures.

Undergraduate tuition and fees are charged for undergraduate classes, and graduate tuition and fees are charged for graduate classes. Graduate classes do not count toward the undergraduate plateau (12-18 credits). A maximum of 6 graduate credits may be transferred back to meet undergraduate degree requirements.

Note: Only UW-Platteville graduate credits can be applied toward completion of an undergraduate degree.

**Non UW-Platteville** undergraduate students may be eligible to take graduate courses numbered 5000-6999 for graduate credit if:

- They have completed at least 60 undergraduate credits at an accredited institution
- They have a university grade point average of 3.0 or higher
- They have a grade point average of 3.0 or higher in all previous graduate coursework, if any
- They secure the approval of the Dean of the College in which the course is offered.

### **ACCELERATED BACHELOR'S TO MASTER'S PATHWAY**

Select graduate courses may count toward both your undergraduate degree and your graduate degree at UW-Platteville. For additional information on the Accelerated Bachelor's to Master's Pathway, including eligibility requirements, please visit <https://www.uwplatt.edu/accelerated-bachelors-masters-pathway> (<https://www.uwplatt.edu/accelerated-bachelors-masters-pathway>).

Approved credits will count in both the undergraduate and graduate GPA calculations at UW-Platteville and will be transcribed as described below:

- **Transcripting of Credit (Undergraduate):** Upon enrollment in approved course(s) – the course(s) will appear on the undergraduate transcript and calculate into the cumulative credits.
- **Transcripting of Credit (Graduate):** Upon admission to a Graduate Program at UW-Platteville, the approved courses will be processed as internal transfer credit. The courses(s) will then appear on the graduate transcript and calculate into the cumulative credits and GPA. In the event the cumulative GPA at the time of admission is below a 3.0 the student's admission status will change to Probationary Full Admit (Full on Probation). Courses not completed successfully (C- or better) will appear on the graduate transcript and will calculate in the GPA but will not count toward the program requirements.

Student accepted into the Accelerated Bachelor's to Master's Pathway will be charged the current online graduate tuition rate for their Graduate classes regardless of residency or course modality.