Getting UW-Madison Credit for
School Nursing in the Context of Community Health Practice
Nursing 470

Step 1
Applying and getting admitted to UW-Madison as a Special Student
If you were a special student at UW Madison during the spring or summer 2016, you may not need to re-apply. Call Adult Career and Special Student Services (608-263-6960) to check. Current UW-Madison students should not apply to 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 application online for the Fall 2016 term. Applications are completed online at https://apply.wisconsin.edu. Please apply by August 1st. Please complete it in full or the process will be delayed. Be sure that you select Nondegree/Special as your Reason for Applying and select UNPS as your Applying As option. Also, be sure to list Nursing 470 for your academic plans.

☐ You will receive an admission email, followed by a letter. Please check your email in case questions arise during processing.

Save your admission information! You will need the 10-digit campus ID number included in the communications.

Have questions about the course? Contact: Ilsa May, ilsa.may@wisc.edu or 608-263-5172.
Have questions about the status of your application? Having trouble completing the online application? Contact Adult Career and Special Student Services, 608-263-6960.

Step 2
Registration authorization
You must contact Ilsa May at ilsa.may@wisc.edu or 608-263-5172 after you have received your 10-digit campus ID number before you can proceed with the enrollment process. You will not be able to enroll online until we have your 10-digit campus ID number and have authorized your registration.

Step 3
Activating your NetID and Password to Access MyUW
If you were a UW-Madison student fall 2010 or later you should be able to log into MyUW with your NetID and password, so proceed to Step 4. If you are a new student, or were a student prior to fall 2010, you will need to follow Step 3 to activate your NetID.

☐ Go to My UW, https://my.wisc.edu. (You will need your 10-digit campus ID number and birthdate.)

☐ Click on the “Activate your NetID” link near the top right of the page:

Campus NetID Login
NetID
Password
Forgot your password?

Account
• Activate your NetID
• Modify your account
• Reset your password
• Create a strong password
• Login help

☐ Once activated, write down your NetID and password. You will need them to enroll.
  ○ NETID________________________
  ○ Password_______________________

Trouble activating your NetID? Forgot your Password? Contact the DoIT help desk, 608-264-4357.
Step 4
Enrolling in your Class
Please check your MyUW Student Center for your enrollment date and time. Enroll by September 16th to ensure that you do not receive a $50 late enrollment fee.

- Go to MyUW, http://my.wisc.edu. Enter your NetID and password. Click on the Student Center icon. (If you have forgotten your NetID and password, please contact the DoIT Help Desk at 608-264-4357.)

- A new window will open. Click on “Course Enrollment” link. (If Select Term pops up, choose correct term.)

- Input the five digit class number in the “Enter Class Nbr” box, then click “Enter.” For ADN-prepared RN’s, register for class # 49532. For BSN-prepared RN’s seeking to complete the School Nurse Certification Program, register for class # 49444.

- A new screen will pop-up showing the class you have selected. It should identify the class as Nursing 470, School Nursing in the Context of Community Health Practice. Under the “Class Preferences” section, you will find the word “Units”. For ADN-prepared RN’s, you will be in Section 003 and should select 3 for the number of credits or units for this course. For BSN-prepared RN’s seeking to complete the School Nurse Certification Program, you will be in Section 001 and should select 2 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.

- Click the check box next to the course you just added to select it, then click on “Begin 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”.

Trouble with Step 4? Contact the Enrollment Help Desk: 608-262-0920 or Adult Career & Special Student Services: 608-263-6960

Step 5
Paying for your class: Tuition bill available online
See http://registrar.wisc.edu/ tuition & fees.htm for more tuition information.

- You will not be sent a paper tuition bill via the mail. After you enroll, your bill will be generated and you can view it in the Student Center under the Finances heading. See “View eBill/Make ePayment” to pay online with your checking account.

- 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 (https://my.wisc.edu) in the “Student Center”.

- If you stop attending the course or decide not to attend at all, you MUST drop the course in your Student Center or you will be responsible for any fees or charges.

Trouble with Step 5? Questions about payment? Contact the Bursar’s Office at 608-262-3611.