Thank you for your interest in the Fall 2018 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.acss.s.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

<table>
<thead>
<tr>
<th>Term:</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying As:</td>
<td>Pre-Selected Populations (UNPS)</td>
</tr>
<tr>
<td>I have the following academic plans:</td>
<td>School Nursing in the Context of Community Health Practice (Nursing 470)</td>
</tr>
</tbody>
</table>

- 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 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](https://my.wisc.edu).
3. Check your enrollment dates and times.
4. Click on ‘Course Enrollment’. (Select your desired term if prompted.)
5. Input the five-digit class number in the ‘Enter Class Nbr’ box and click Enter. (See chart below)

<table>
<thead>
<tr>
<th>ADN-prepared RNs</th>
<th>N470 – Section 003</th>
<th>Class # 35995</th>
<th>3 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSNs in the School Nurse Cert.</td>
<td>N470 – Section 002</td>
<td>Class # 35987</td>
<td>2 Units</td>
</tr>
</tbody>
</table>

6. A new screen with generate indicating the course you selected. Under the ‘Class Preferences’ section, you will find the word ‘Units’. Select the appropriate number of unites/credits for your course.
7. Click on ‘Next’. Another screen will generate stating that you have added the course to your enrollment shopping cart.
8. Click on the checkbox next to the course you added and then click on ‘Begin Enrolling’. Confirm that the course information is correct and then click ‘Finish Enrolling’.
9. If you were able to successfully add the course, a green checkmark should appear on the right side of the box under ‘Status’. If you were not able to add the course, a red ‘X’ will appear. An explanation of the error will appear of the left.

***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.

*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, 608-263-5284 with any questions about the course.

**ENROLLMENT DEADLINE: Sept. 1, 2018**