

Table of Contents

Accounting	31	Office Locations & Phones	21
Add/Drop	8	Parking	22
Admission	4-6	Pass/Fail Policy (Grads)	10
Admission/Registration Form	61	Placement Exams	10
Administrative and Academic Offices	21	Philosophy & Religious Studies	55
Advising	8	Political Science	55
Art	26	Prerequisite, Corequisite	25
Audit Policies	8	Psychology	56
Biological Sciences	51	Purple Point Accounts	22
Building Symbols	21	Race & Ethnic Studies	56
Calendar - Summer	7	Recreation	23
Chemistry	52	Refunds	2,3
Children's Center	23	Registration	7
Colleges		Registration Instructions	24
Arts and Communication	26	Repeat Policies	9,10
Business and Economics	30	Residency for Tuition Purposes	4
Education	37	Safety & Health Policy	20
Letters and Sciences	51	Satisfactory/No Credit (Undergrads)	10
Communication	28	School Business Management	36
Communicative Disorders	38	Seniors Taking Graduate Courses	11
Computer Science	55	Social Work	57
Course Cancellations	7	Sociology, Anthropology & Criminal Justice	58
Counselor Education	42	Special Education	47
Credit Load	7	Spanish (Languages & Literatures)	54
Curriculum and Instruction	39	Speech	28
Disciplinary Procedures	20	Textbooks	21
Economics	32	Theatre/Dance	29
Education - General Courses	37	Transfer Information System (TIS)	4
Educational Foundations	41	Tuition & Fees	16
English (Languages & Literatures)	53	Veterans Administration (VA)	22
Equal Opportunity	20	Withdrawal	3, 8
Excess Credits Policy	9, 12	Women's Studies and Anthropology	59
Fee Reduction for Withdrawals			
and Cancels	2,3		
FERPA	12-15		
Finance & Business Law	32		
Financial Aid - Refund/Repayment	16		
Food Service	19		
General Education Core Courses	26		
Geography/Geology	52		
Grade Basis Types	10		
Grades	12		
Graduate Admission and Retention	5		
Graduate Student Information	4		
Graduation Requirements	12		
General Information	21		
Health, Physical Education, Recreation			
& Coaching	43		
History	53		
ID Cards	21		
Important Dates	7		
Information Technology &			
Business Education	33		
Journalism	28		
Languages and Literatures	53		
Leadership and Military Science	46		
Management	34		
Map	63		
Marketing	36		
Mathematics	54		
Meal/Point Plans	22		
Minnesota Reciprocity	4		
Music	29		
Occupational & Environmental Safety & Health	46		
Off Campus Courses	11		

Link to our Home Page
<http://www.uww.edu>

2007 Summer Deadlines – Course Adds & Drops, Grade Basis Changes, and Refunds

Students who enroll for courses at UW-Whitewater and wish to drop one, some, or all of the courses must do so by published deadlines to avoid academic and/or financial penalties (nonattendance does not exempt the student from such penalties). Classes can be dropped using WINS.

International students, student athletes, and students who are receiving financial aid, veteran's and/or other benefits and who are considering dropping all classes or dropping below full-time status after classes have begun are strongly encouraged to meet with the appropriate official (e.g., international student advisor, athletic director, financial aid counselor, or veteran's affairs officer) before dropping classes since there may be legal, certification, and/or repayment penalties associated with doing so.

<i>Length of Course and Session</i>	<i>Last day to Add a course</i>	<i>Last day to change a class' grading basis to/from: Graded, S/NC, or Audit</i>	<i>Last day to Drop a course so that no 'W' grade is assigned.</i>	<i>Last day to drop a course for 100% refund</i>	<i>Last day to drop a course for 50% refund</i>	<i>Last day to drop a course for 25% refund</i>	<i>Last day/final deadline to Drop a course – 'W' grade is assigned</i>
First 3-week	May 30	May 30	Jun 04	Jun 04	NA	NA	Jun 08
May 29 – Jun 15 Second 3-week	Jun 19	Jun 19	Jun 22	Jun 22	NA	NA	Jun 22
Jun 18 – Jul 06 Third 3-week	Jul 10	Jul 10	Jul 13	Jul 13	NA	NA	Jul 13
Jul 09 – Jul 27 Fourth 3-week	Jul 31	Jul 31	Aug 03	Aug 03	NA	NA	Aug 03
Jul 30 – Aug 17 First 6-week	May 30	May 30	Jun 04	Jun 04	Jun 11	NA	Jun 15
May 29 – Jul 06 Second 6-week	Jun 19	Jun 19	Jun 22	Jun 24	Jun 29	NA	Jun 29
Jun 18 – Jul 27 Third 6-week	Jul 10	Jul 10	Jul 13	Jul 15	Jul 20	NA	Jul 20
Jul 09 – Aug 17 First 9-week	May 30	May 30	Jun 04	Jun 04	Jun 11	Jun 18	Jun 22
May 29 – Jul 27 Second 9-week	Jun 19	Jun 19	Jun 22	Jun 24	Jul 01	Jul 08	Jul 13
Jun 18 – Aug 17 12-week	May 30	May 30	Jun 04	Jun 11	Jun 25	NA	Jun 29

Late Add (after the "Last day to Add a course") – add must be signed by the instructor and department chair, and signed & approved by the dean of the college offering the course.

Late Drop (after the "Final deadline to Drop a course – 'W' grade assigned"):

- Undergrad students – drop must be signed by the instructor and department chair, and signed & approved by the dean of the college of the student's major.
- Graduate students - drop must be signed by the instructor and department chair, and signed & approved by the Dean of Graduate Studies

2007 SUMMER TERM WITHDRAWALS

Withdrawal normally means the student is dropping all of his/her classes for the full term with the intent to leave UW-Whitewater. Withdrawal can be done through WINS by dropping classes by the appropriate deadlines. Any refund of fees is based on the official effective date of the course drops/withdrawal as recorded by WINS (nonattendance does not exempt the student from tuition and fee payment responsibilities).

If the student completes one or more classes in the term and subsequently notifies the Registrar's Office of his/her intent to withdraw, only the student's remaining in-progress classes will be dropped. Completed classes and grades (including Incomplete grades) will stay on the student's academic record.

Students who need to withdraw after the deadline for dropping classes must contact the Registrar's Office (Roseman Hall, 262-472-1211, withdraw@uwxx.edu). Withdrawals processed after the final deadline to drop courses will result in the student receiving grades of 'F' in those classes which are not being passed at the time of withdrawal.

International students, student athletes, and students who are receiving financial aid, veteran's, and/or other benefits and who are considering withdrawing after classes have begun are strongly encouraged to meet with the appropriate official (e.g., international student advisor, financial aid counselor, or veteran's affairs officer) before withdrawing since there may be legal, certification, and/or repayment penalties associated with doing so.

ADMISSION

ELIGIBILITY REQUIREMENTS FOR SUMMER TERM 2007

Undergraduate students who were not registered for the 2007 Spring Term at UW-Whitewater must be admitted to Summer Term 2007 through the Admissions Office (an undergraduate student who will be graduating in May 2007 must also be readmitted to the summer term through the Admissions Office). To be eligible for admission to the summer term, students must have earned a high school diploma. Any exception to this requirement must be approved by the Admissions Office (262-472-1440).

Students who wish to be admitted into a degree program, and students who plan to continue at UW-W for the 2007 Fall term must submit the regular undergraduate application. You can get access to the application by visiting Admissions on the web at www.uww.edu/admissions and select the "Apply Online" option.

Students planning to register for the summer term only may be accepted as a SPECIAL by completing and submitting the 2007 SUMMER FORM contained in this Schedule of Classes. Special students who do not have a degree [SPNC] cannot enroll in business courses.

All **graduate** students who were admitted and/or registered for UW-Whitewater graduate level unit (credit) in the 2006 Summer Term, 2006 Fall Term or the 2007 Spring Term, are automatically eligible for 2007 Summer Term registration unless they have graduated.

Applicants who do not enroll at UW-Whitewater as a graduate student within a calendar year of the beginning of the term for which they were admitted and students who have not enrolled as a graduate student within a calendar year are considered inactive. Inactive graduate students must update and reactivate their files by completing a reactivation form before they will be eligible to register for graduate courses. Forms are available at, and must be submitted to, the Graduate Office. The 2007 Summer Admission form in this Schedule of Classes may also be used to reactivate a file. Readmission letters are not issued.

RESIDENCY FOR TUITION PURPOSES

Bona fide residents of the State of Wisconsin for one full year prior to the beginning of the term of your enrollment, are exempt from payment of nonresident tuition. Persons continuously employed full-time in this state, who were relocated to Wisconsin by their current employer; or who moved to Wisconsin and accepted current employment before applying for admission to UW-Whitewater, their spouse, and dependents may be exempt from the payment of nonresident fees provided the applicant demonstrates intent to establish and maintain a permanent home in Wisconsin. Intent to become a bona fide resident may be demonstrated or disproved by factors including, but not limited to, filing of Wisconsin income tax returns, eligibility to vote in Wisconsin, motor vehicle registration in Wisconsin, possession of a Wisconsin operator's license, employment in the state, and self-support. In addition, nonresident members of the armed forces (family included) stationed in the state, or stationed at a federal military installation located within 90 miles of the borders of Wisconsin, while living in Wisconsin, students who are graduates of a Wisconsin high

school whose parents have been bona fide residents of the state 12 months prior to the beginning of the term of your enrollment or whose last surviving parent was a bona fide resident of the state 12 months preceding his/her death, official refugees who moved to this state immediately upon arrival in the United States who have resided in Wisconsin continuously since their arrival, or minor students or dependent adult students provided one or both parents have been bona fide residents of the state for at least 12 months prior to the beginning of the term of enrollment, are entitled to exemption from nonresident tuition. However, if you enter and remain in this state principally to obtain an education, you are presumed to continue to reside outside this state, and such presumption continues in effect until rebutted by clear and convincing evidence of bona fide residency.

MINNESOTA-WISCONSIN RECIPROcity

This agreement allows Minnesota residents to pay a reduced nonresident fee to attend a Wisconsin University. Arrangements to participate in this program may be made by filing an application with the Minnesota Higher Education Services Office, 1450 Energy Park Dr, Suite 350, St. Paul, Minnesota 55108-5227 (Telephone 651-642-0567 or 1-800-657-3866 or online at: <http://www.ohe.state.mn.us/>).

UW SYSTEM-WIDE TRANSFER INFORMATION SYSTEM (TIS)

A source of information available to students with questions about transferability of units (credits) among UW System institutions and the associate degree granting technical colleges in Wisconsin is now available in the Admissions Office in Roseman Hall, College Advising Coordinators' offices, and University Computer Labs via INTERNET. The Transfer Information System (TIS) is a computer-based system, with easy to use commands and a tutorial so students and/or advisers can easily determine transferability of unit (credit). The system is available at the offices on a walk-in basis during normal office hours or during Computer Lab hours. The website address is <http://www.uwsa.edu/tis/>.

ADDITIONAL GRADUATE INFORMATION

All graduate students who were admitted and/or registered for UW-Whitewater graduate level unit (credit) in the Summer Term 2006, Fall Term 2006, or the Spring Term 2007, are automatically eligible for Summer 2007 registration unless they graduated.

GRADUATE SCHOOL POLICIES

Students are responsible for complying with all current graduate school policies. These policies are published in the current edition of the Graduate Catalog. However, newly enacted policies may supersede those in the Graduate Catalog. Please refer all questions about transfer of units (credits) and other policies to the School of Graduate Studies Office.

REACTIVATION

Applicants who do not enroll at UW-Whitewater as a graduate student within a calendar year of the beginning of the term for which they were admitted, and students who have not enrolled as a graduate student within a calendar year, are considered inactive. Inactive graduate students must update and reactivate their files by completing a reactivation form before they will be eligible to register for graduate courses. Forms are available at the School of Graduate Studies Office or on-line at <http://www.uww.edu/gradstudies/forms.php>, and must be submitted to, the School of Graduate Studies Office. The 2007 Summer Admission form in this Schedule of Classes may also be used to reactivate a file. Readmission letters are not issued.

Admission Requirements

Students may be admitted to a graduate degree program either in good standing or on probation. Certain other special categories are established for persons not attempting to complete a degree at this institution. These special categories are “non-candidate for degree” and “guest transfer of unit (credit).”

Admission in Good Standing

Requirements for admission to a degree program in good standing are as follows:

1. A baccalaureate or higher degree from a regionally accredited institution.
2. At least a 3.00 overall grade point average in all the graduate work previously completed at UW-Whitewater with no grades of I or P pending.
3. One of the following:
 - a. At least a 2.75 overall grade point average in the undergraduate degree program.
 - b. At least a 2.90 grade point average in the last half of the undergraduate degree program.
 - c. A master's degree or higher from an institution regionally accredited at the corresponding graduate level.
 - d. At least 12 units (credits) of graduate work completed on a regular grade basis at UW-Whitewater.
4. Any additional requirements set by individual departments or colleges for admission to specific degree programs.

Admission On Probation

A student who does not meet the requirements for admission in good standing may be admitted to a degree program on probation after furnishing credible evidence of ability to do satisfactory graduate work. Such credibility is determined by the admitting academic department or individual program director, and could be a creditable postgraduate employment record; a satisfactory score on the Graduate Record Examination, GMAT, or Miller Analogies Test; or the successful completion of graduate work at a regionally accredited institution.

Students admitted on probation must meet the criteria above for good standing status within the first 12 units (credits) attempted, including repeated courses. Those failing to do so will be ineligible to take further graduate work in that degree program.

Application to a Degree Program

To apply for admission to a graduate degree program, individuals must:

1. Send a completed application for admission form, together with a \$45 nonrefundable application fee payable to UW-Whitewater, to the School of Graduate Studies Office. All requests to transfer and/or apply previously taken graduate course work toward the degree requirements must be included in the application. Application forms may be obtained from the School of Graduate Studies Office or by visiting the website <http://www.uww.edu/gradstudies/>.
2. Submit an official degree-bearing transcript from the institution that granted the bachelor's degree and that includes at least 60 units (credits) of course work. If fewer than 60 units (credits) of course work were completed at the degree-granting institution, additional official transcripts may be required at the discretion of the School of Graduate Studies Office.
3. In addition to the official bachelor's degree-bearing transcript, submit copies of transcripts for all undergraduate work that was applied to the bachelor's degree, if that course work was not included in the degree-bearing transcripts. These transcripts may be unofficial copies and may be submitted by the applicant.
4. Submit an official transcript showing completion of any master's or higher degrees.
5. Submit official transcripts for any other graduate work completed, if the work is to be considered for transfer into the student's degree program. If official transcripts for previously completed graduate work are not provided at the time of application to the program, credit for that work cannot be transferred at a later date.
6. Have official transcripts sent directly from the Registrar's Office at the institution where the work was completed to the School of Graduate Studies at UW-Whitewater. (Note: Transcripts from UW-Whitewater will be ordered by the School of Graduate Studies Office.) Transcripts faxed to UW-Whitewater or submitted personally by applicants will not be accepted. In the case of an institution in a foreign country that does not issue transcripts other than the single official copy presented to the student, a photocopy may be submitted provided that the applicant presents the official document for verification of authenticity at the School of Graduate Studies Office upon arrival at UW-Whitewater.
7. Submit all other credentials (e.g., test scores and letters of recommendation) required for admission to the particular program for which admission is being sought.

All application credentials must be sent to the School of Graduate Studies, UW-Whitewater, Whitewater, Wisconsin 53190. These materials become the property of the university and are not returned to applicants or forwarded to other institutions. **Applications will not be processed until all of the credentials above have been received.**

All application material (including transcripts and other material that may be required) must be received at least 45 days prior to the start of classes to be considered for admission for a given term. Please note: Individual programs may have earlier deadlines. In order to ensure receipt of all application materials by the deadline, applications should be submitted at least three months before the beginning of the term the applicant plans to attend. Applications received or completed fewer than 45 days prior to the start of classes will be considered for admission for the following term. Students whose applications for

ADMISSION

program admission are pending may enroll in course work as non-candidate for degree students, but are subject to the twelve unit (credit) limit on course work that may be taken prior to the term of a program admission and then applied toward the completion of a degree.

Application for admission will be considered during the applicant's last term of undergraduate study; however, admission will be conditional upon the applicant attaining the baccalaureate degree and meeting all the requirements for admission.

After application credentials have been evaluated, students will be notified of their admission status. If accepted into a degree program, they will be assigned an adviser and sent class registration material.

GRADUATE TIME LIMIT

Students have seven years in which to complete their degree program, measured from the beginning of the term in which the first course to be included in the degree was completed, but not later than the beginning of the term for which they were admitted. Based upon good cause, students may request an extension of this time limit.

NON-CANDIDATE FOR DEGREE (NCFD) STATUS

Persons who hold a bachelor's degree or a graduate degree from a regionally accredited college or university but do not wish to be admitted to a graduate degree program are classified as NCFD students. Evidence of a bachelor's degree or an advanced degree is required for an NCFD student. This category allows the student to enroll in graduate level courses and to receive graduate units (credits) for this work. Departments and colleges reserve the right to restrict NCFD students from their courses. Completion of a registration form obtained from the School of Graduate Studies Office, from this timetable or visit the website <<http://www.uww.edu>> is all that is necessary for this registration procedure.

Before attempting more than 12 units (credits) as an NCFD, a student is encouraged to file an application for a degree program. Acceptance of any course work toward a graduate degree, including course work completed as an NCFD student, is at the discretion of the department. Because a graduate degree requires that the student complete a program of courses planned in consultation with an adviser, generally two-thirds or more of the course work must be completed after formal admission to the degree program. Consequently, a maximum of twelve units (credits) taken prior to admission to the program may be applied toward the completion of a degree.

ENROLLMENT / REGISTRATION

IMPORTANT DATES

SEE PAGE 2 FOR COURSE ADD/DROP, GRADE BASIS CHANGE, AND REFUND DEADLINES.

SEE PAGE 3 FOR WITHDRAWAL AND REFUND DEADLINES.

- Feb 5-9 Priority Registration period for Graduate, Business Outreach, and Seniors
- Feb 6-9 Priority Registration period for Juniors
- Feb 7-9 Priority Registration period for Sophomores
- Feb 8-9 Priority Registration period for Freshmen
- Feb 9 Last day of Priority Registration period
- Feb 10 Beginning of Open Registration on a space available basis
- March 12 Undergraduate students August graduation applications due
- April 25 Applicants for Summer graduate program admission - complete application, including all transcripts, must be received in the School of Graduate Studies Office.
- May 25 Applications for graduation due for graduate students
- May 28 Memorial Day - No Classes
- May 29 Summer Term Begins - First 3-week, 6-week, 9-week and 12-week sessions
- June 18 Second 3-week, 6-week and 9-week session courses start
- June 20 Tuition full payment due. Courses added on or after this date will require full payment upon registration.
- July 4 Independence Day - *No Classes*
- July 7 Graduate students' Comprehensive Exam
- July 9 Third 3-week and 6-week session courses start.
- July 9 Applicants for Fall graduate program admission - complete applications, including all transcripts, must be received in the School of Graduate Studies Office. Some programs have earlier deadlines.
- July 30 Fourth 3-week session courses start
- July 28 Deadline to submit thesis in the School of Graduate Studies Office
- August 17 Last day of Summer Term

Eligibility Requirements

Undergraduate students who were not registered for the 2007 Spring Term at UW-Whitewater must be admitted for the 2007 Summer Term through the Admissions Office (an undergraduate student who will be graduating in May 2006 and wishes to take classes must also be readmitted for the summer term through the Admissions Office). To be eligible for admission for the summer term, students must have earned a high school diploma. Any exception to this requirement must be approved by the Admissions Office (262-472-1440).

Students planning to register only for the summer term may be accepted as a Special Student by completing and submitting the 2007 SUMMER FORM contained in this Schedule of Classes. Special students who are admitted but do not have a degree [SPNC] cannot enroll in business courses. Special students who wish to be admitted into a degree program, and those who plan to continue at UW-W for

the 2007 Fall term, must submit the regular undergraduate application. Contact the Admissions Office.

All graduate students who were admitted and/or registered for UW-Whitewater graduate level classes in the 2006 Summer Term, 2006 Fall Term or the 2007 Spring Term are eligible for 2007 Summer Term registration unless they have graduated.

Graduate School applicants who do not enroll at UW-Whitewater as a graduate student within a calendar year from the beginning of the term for which they were admitted and continuing graduate students who have not enrolled within the last calendar year are considered inactive. Inactive graduate students must update and reactivate their files by completing a reactivation form before they will be eligible to register for graduate courses. Forms are available at, and must be submitted to, the School of Graduate Studies Office (262-472-1006, Roseman Hall room 2015). The 2007 Summer Admission form in this Schedule of Classes may also be used to reactivate a file. Readmission letters are not issued.

COURSE CANCELLATIONS

The University reserves the right to cancel courses due to low enrollment or extenuating circumstances. If this is necessary, enrolled students will be contacted via their UW-W email accounts and are eligible for 100% reduction of tuition charges for the cancelled course.

REGISTRATION HOLDS

Students who have outstanding obligations to the University will have holds placed on their registrations and will not be permitted to register until the obligations are met. Students must assume responsibility for clearing the hold(s) with the office that placed the hold(s).

MAXIMUM UNIT (CREDIT) LOAD

Undergraduate Students:

The unit (credit) restriction standard is the maximum of one unit (credit) per week for each of the three and six week sessions, with the exception that a student may enroll simultaneously in one three and in one six week course.

Graduate Students:

A student may not carry more than 3 units (credits) of individual studies in a single term. Not more than 4 units (credits) in individual studies, not more than 6 units (credits) of special studies, and not more than a combined total of 9 units (credits) of individual studies, workshops, and special studies may be applied toward the completion of a degree. Departments retain the prerogative of allowing fewer than 9 of these types of units (credits) to apply toward their respective graduate degrees. Requests for exceptions should be presented in writing at the School of Graduate Studies Office.

ADVISING

Students are encouraged to contact their advisors for help with course selection, managing academic concerns and career planning. Graduate students who seek state professional education licensure should also contact John Zbikowski, 262-472-4860 for current licensure requirements. Advising locations are as follows:

Advising Locations

- Academic Advising & Exploration Center (Roseman 2054, 262-472-5220)
Serving all undeclared students and students with fewer than 24 units completed with the exception of students majoring in Art, Theatre or Music.
- College Advising Offices:
Arts and Communication (Center of the Arts 2029, 262-472-1934)
Business and Economics (Carlson 4035, 262-472-5588)
Education (Winther 2003, 262-472-1585) (Including Graduate students who seek state professional education licensure)
Letters and Sciences (Salisbury 130, 262-472-1550)
- Departmental Offices (Call university information at 262/472-1234 for locations and telephone numbers)
- Minority Business and Teacher Preparation (Carlson 2008, 262-472-5677)

COURSE REGISTRATION ADD / DROP PROCESS

Registration is done through the web-based self-service WINS System. Students are encouraged to pay particular attention to the registration instructions listed for the college, department, course, and/or section levels in this Schedule of Classes to be certain that they meet the stated requirements before submitting their WINS course requests. Please note the priority registration dates on page 7.

Registration and changes to registration are to be made on WINS during the add/drop periods. The deadlines to add/drop classes, and to receive refunds, are listed on page 2.

A student may earn unit (credit) for a course only if the Registrar's Office has official verification of enrollment in that particular course. When a course is added which causes an increase in the fees, payment for the additional units (credits) must be made immediately or an administrative charge will be assessed. For more information on fee assessment and refunds see the Fee Information section of this schedule.

The course drop policy is as follows:

1. Students are responsible for officially dropping courses. To avoid an "F" grade and certain fee assessments, the student must drop courses by published deadlines (see page 2).
2. A "W" grade will appear on student academic records (transcripts) for all courses dropped, including withdrawal from the University, after the end of the first week of class for six week or longer courses, and after the end of the second class day for shorter courses.

WITHDRAWAL FROM THE UNIVERSITY

Withdrawal normally means that the student is dropping all of his/her classes for the full term. If the student will be completing one or more classes in the term and subsequently notifies the Registrar's office of his/her intent to withdraw, then only the student's remaining in-progress classes will be dropped. Completed classes and grades (including Incomplete grades) will stay on the student's academic record. Any refund of fees is based on the official effective date of the withdrawal/course drops; therefore, any delay could result in a loss of fees and academic penalty. See pages 2 and 3 for drop deadlines and for withdrawal information.

AUDIT POLICIES

Audit courses require the written permission of the instructor (and, in some cases, the department). Students registering for audit courses may do so on a space available basis and cannot change the courses to graded basis during the term of enrollment.

Off-campus courses, College of Business and Economics courses, and Distance Education courses cannot be audited. Auditing of Art department courses may be limited.

Audit-Only Enrollees

- a. Wisconsin residents will pay 30% of the normal per unit resident academic fee and non-residents will pay 50% of the normal non-resident fee per the fee chart. No audit fees will be assessed disabled Wisconsin residents who are receiving federal old age survivors and disability insurance benefits (OASDI) under 42 USC 401 to 433, or Wisconsin residents age 60 or over.
- b. Students must contact the Registrar's Office (Roseman Hall, 472-1211) prior to the week before the start of term regarding their intent to register. Students will be registered (with instructor permission) beginning the week immediately prior to the start of the term.
- c. Any special course fees other than the normal tuition charges will be assessed and paid by the student.
- d. An audit grade symbol (X) will be recorded on the academic record provided the instructor reports satisfactory attendance.
- e. Access to University services will be limited to the library and to non-segregated fee funded activities of the University Center. A special identification card for audit-only students will permit this limited access.
- f. Regent, University, and Student Government regulations applying to other students will apply equally to audit-only enrollees.
- g. Students having a disability for which they would like to request a reasonable accommodation to assure access to campus programs, activities and services should contact the Office of Students with Disabilities, R 1004, or call 262/472-4711 for more information.

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Audit and Credit Combination Enrollees

Students who are taking a combination of courses for regular credit and for audit will pay regular tuition/fees for all units based upon the fee chart. The following stipulations will also apply:

- a. Students wishing to audit courses must obtain the audit registration form from the Registrar's Office (Baker 7), acquire the instructor's written approval, and return the completed form to the Registrar's Office.
- b. No credit will be granted for the course, but an audit grade symbol (X) will appear on the academic record provided the instructor reports satisfactory attendance.
- c. The audit course may be repeated for credit in another term.
- d. Audits do not count as units for veteran benefit certification, financial aid consideration or verification of enrollment status.

EXCESS CREDITS POLICY

The University of Wisconsin System Board of Regents established an Excess Credits Policy for all UW institutions. This policy requires that a resident undergraduate student who earns more than 165 credits toward his/her first undergraduate degree will pay a surcharge for all credits beyond 165. The surcharge will be applied to the student in the term following the one in which the earned credit limit is reached and will approximately double the student's tuition charges.

The policy covers all earned credits from UW-Whitewater as well as earned credits from other UW System schools or Wisconsin Technical College System (WTCS) schools that are accepted toward a student's first undergraduate degree. Credits transferred from other colleges outside the UW System or the WTCS do not count toward the 165 credit limit. In addition, Advanced Placement, retroactive credits, credits by examination, and remedial credits do not count toward this limit. Please contact an academic advisor for more information.

REPEAT POLICIES

Undergraduate

a. GENERAL

Courses may not be taken for credit more than once unless they are identified in the Catalog as "Repeatable". If a course is repeatable, the limitations on the number of times or maximum number of credits that may be applied to the major/minor, degree or graduation credits will be indicated. This policy also applies to transfer courses: a student may not take a course for credit at UW-Whitewater if the student has received transfer credit for taking that course at another institution unless the UW-Whitewater Catalog lists the course as repeatable (except as described below for grade point average adjustment).

b. GRADE POINT AVERAGE ADJUSTMENT

At the undergraduate level, students may repeat for grade replacement any course in which they earned a grade of D or F, under the

following conditions.

1. The student has not received credit for a higher level course in the same department for which the course to be repeated is a prerequisite or corequisite (e.g., a student who has received credit for English 102 may not repeat English 101).
2. The grade and the credits earned in the first repeat of a course will replace those earned in the initial attempt for purposes of calculating grade point average and credits toward degree (e.g., if a student repeats a course in which a grade of D was earned and receives a B in the repeat, only the B and the credits earned in the repeat will be included in the gpa and credits to degree; if the student receives an F, only the F will be included in the gpa and the student loses the credits for the course).
3. In situations where a course has a change in the number of credits offered (e.g., a 5-credit course becomes a 4-credit course), students who repeat for grade replacement will have credits and grades for the first attempt replaced by credits and grades for the second attempt (e.g., a 5-credit D would become a 4-credit C, or a 4-credit D would become a 3-credit A).
4. Only the first repeat of a course may be applied to grade replacement; if the student does not earn credit for the course on the first repeat, any additional attempts in the course will be included in the gpa calculation until the student does earn credit for the course.
5. All repeats must be taken for conventional grades, not satisfactory/no credit.
6. Courses taken initially at UW-W may be repeated only at UW-W; they may not be taken at another institution to replace the UW-W grade.
7. Students may repeat a D or F grade earned at a transfer institution if the course has a direct UW-W equivalent and the course was attempted only once prior to transfer to UW-W. Students who repeat a transfer course will receive UW-W course credits regardless of the number of credits the course carried at the transfer institution (e.g., a student repeating a 4-credit transfer course with a 3-credit UW-W course will receive only the 3 UW-W credits). All other repeat regulations apply.

Students are limited to a total of 5 repeats for grade replacement during their undergraduate work at UW-W, including repeats of courses transferred in. To allow for extenuating circumstances, students may be granted additional repeats for grade replacement by appeal to the Admissions and Academic Standards Committee. This repeat regulation applies to any courses for which a student receives a grade beginning with the Fall Term 2000 and any term thereafter including Summer and Winterim. Developmental Studies English and Math courses are not included in this regulation.

The initial attempt of repeated courses, including the grade, remains in the permanent record on the transcript even though it is not included in the gpa calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating gpa for admission.

Athletes should check with their coaches before repeating courses in which a grade of D was earned, as it may affect their athletic eligibility. Students receiving veterans' benefits may not count in benefit level determination those credits for which D's were previously earned.

Graduate

Graduate students are allowed to repeat at most two courses in their degree programs. Courses may be repeated only once. When a course is repeated, the original course and grade remain on the transcript; however, the last grade and units earned replace the original and are the only ones used in computing the overall grade point average and the grade point average in the major or emphasis. Students who have been dropped from a degree program may not use the course repeat process to gain readmission into that degree program.

A course taken for undergraduate credit may not later be changed to graduate credit. Courses taken for undergraduate credit may not be taken for graduate credit, although exceptions may be granted by the degree program coordinator when the field of knowledge has changed to the degree that the course content has changed substantially from the first time the student took the course to the present. Graduate courses may not be retaken unless indicated otherwise in the Graduate Catalog.

**GRADE BASIS
NON-STANDARD TYPES**

Course Non Career (CNC)

Graduate students who enroll in undergraduate level courses, and undergraduate students who enroll in graduate level courses, will be registered for such courses with a grade basis of Course Non Career. Grades earned will be part of the student's official record. These grades will not be computed into the student's term or cumulative grade point average.

Undergraduate Satisfactory/No Credit (S/NC)

Special permission is not needed to enroll for a course on a Satisfactory/No Credit basis. The S/NC option may be selected by using WINS. See Course Add and Drop, Grade Basis Change, and Refund Deadlines for last day to add or change to S/NC (page 2). S/NC stipulations are as follows:

- a. The S/NC option will be limited to a maximum of fifteen (15) units in an undergraduate degree program. Developmental courses (e.g., 040 or 090) that do not count toward the minimum units necessary for graduation, and unit courses offered only on a S/NC basis, are not included in the fifteen unit limitation.
- b. Courses that are used to fulfill a student's major/minor requirements, the lower/upper BBA degree requirements, any College of Business and Economics course attempted by a BBA student, and the new General Education core courses may not be taken on a S/NC basis unless the course is offered only on a S/NC basis by the department. Proficiency, General Education options, unique major/minor, and elective courses may be taken on a S/NC basis.
- c. The S/NC option is available to any student without regard to grade point average or class standing. The decision to take a course for S/NC must be recorded on WINS. After the last day to change the grading basis, the S/NC will not be changed to a conventional grade or vice versa.
- d. Satisfactory (S) is the equivalent of a grade of C or better. The S will be recorded on the permanent record, but it will not be

computed in the grade point average. Course work that does not merit a C or better will be graded "NC". The NC grade will appear on the permanent record, but the course units will not be counted in units to degree or the grade in the grade point average.

- e. The S/NC option cannot be used to repeat a course taken for a conventional (ABCDF) grade. Veterans should refer to the VA Educational Assistance section of this Schedule of Classes for information related to this grading option.

Graduate Pass/Fail Policy

Graduate students registered for a course on a pass-fail basis will receive either a grade of S or F. A grade of S denotes the student has passed the course; a grade of F indicates failure. Grades of F count in computing grade point averages; S grades do not. Instructors decide what constitutes a grade of pass for their courses. Students should be informed of such criteria prior to the deadline for changing registration. After the last day to change the grading basis, a student's registration may not be changed from a pass-fail basis to a regular grade basis or vice-versa. Workshops may be taken on a pass-fail basis. Other courses made available by departments on a pass-fail only basis are so indicated in advance in the Schedule of Classes. Since the decision whether a course taken on a pass-fail basis will count in a degree program rests with the major or emphasis department or college, students should attain appropriate permission prior to taking a course pass-fail.

Graduate Special Studies Policy

A student may not carry more than three credits of individual studies in a single term. Not more than four credits in individual studies, not more than six credits of special studies, and not more than a combined total of nine credits of individual studies, workshops, and special studies may be applied toward the completion of a degree. Departments retain the prerogative of allowing fewer than nine of these types of credits to apply toward their respective graduate degrees.

Placement

ENGLISH, MATH, FOREIGN LANGUAGE

For Summer Term, placement into English and math courses will be based on ACT scores or University of Wisconsin English or Math Placement Tests, if those tests have also been taken. If you have any questions about placement, please contact the Testing Office (262) 472-5613, the Languages and Literatures department (262) 472-1036, or the Mathematical and Computer Sciences department (262) 472-1313.

English Placement

As a guide, an ACT English score of 30 or above qualifies a student to begin with English 102 (the student receives a waiver for English 101). An ACT English score of 17-29 requires placement into English 101. An ACT English score of 16 and lower requires placement into English 090. (All of these English courses may not be offered in summer term).

Mathematics Placement

As a guide, a Math ACT score of 24 or above will result in a waiver of Math proficiency. A Math ACT score 19-23 requires placement in

Math 141 or 140. A Math ACT score of 15-18 requires placement in Math 041. An ACT Math score of 01-14 requires the student to take the Arithmetic Skills Test. (All of these courses may not be offered in summer term.)

Foreign Language Placement

Students who plan to take a Foreign Language course are encouraged to take the Foreign Language Placement test. Contact the Testing Office (262/472-5613) to reserve a date to take the test.

SENIORS TAKING GRADUATE COURSES

UW-Whitewater undergraduate students with senior status may be allowed to take at most six graduate units (credits) at UW-Whitewater provided they have completed at least 90 term units (credits) with at least a 2.75 overall grade point average (or 2.90 over the last half of their course work) and have the written recommendation of the department chairperson of their undergraduate major. Eligibility for this privilege must be established with the School of Graduate Studies Office. Seniors may not use graduate-level units (credits) to satisfy requirements for the bachelor's degree, and undergraduate fees will be charged for their graduate-level work.

Off-campus Courses

Off-campus courses are listed in this Schedule of Classes. If you are admitted to the University, registration for off-campus courses can be accomplished by using the WINS Registration system (see page 24). If you are not admitted to the University, or for more information about off-campus courses, contact the School of Graduate Studies and Continuing Education at 262/472-1100, 800/621-5376 or contined@uww.edu.

GRADES / GRADUATION / FERPA

EXCESS CREDITS POLICY

The University of Wisconsin System Board of Regents established an Excess Credits Policy for all UW institutions. This policy requires that a resident undergraduate student who earns more than 165 credits toward his/her first undergraduate degree will pay a surcharge for all credits beyond 165. The surcharge will be applied to the student in the term following the one in which the earned credit limit is reached and will approximately double the student's tuition charges.

The policy covers all earned credits from UW-Whitewater as well as earned credits from other UW System schools or Wisconsin Technical College System (WTCS) schools that are accepted toward a student's first undergraduate degree. Credits transferred from other colleges outside the UW System or the WTCS do not count toward the 165 credit limit. In addition, Advanced Placement, retroactive credits, credits by examination, and remedial credits do not count toward this limit. Please contact an academic advisor for more information.

GRADES / GRADING

Final grades will be available on WINS by August 22, 2007. Final grade reports are not mailed.

Graduate Grading System

The grading system for graduate students is A, AB, B, BC, C, D and F. In addition, NN (no grade reported), I (incomplete), S (passed), W (drop/withdraw), IP (in progress), and X (audit) may be recorded. The minimum required overall grade point average for graduation will be 3.00. No course in the major or emphasis or any other required course in which a grade of below C (2.00) has been earned may be applied toward the completion of any degree. However, some programs may require higher standards. Consult the Graduate Catalog for more information about grading policies (<http://www.uww.edu/gradstudies/catalog.php>).

Undergraduate Grading System

The grading system for undergraduate students is A, B, C, D, F. In addition, NN (no grade reported), I (incomplete), NC (no credit), S (satisfactory), W (drop/withdraw), and X (audit) may be recorded. Consult the Undergraduate Catalog (<http://www.uww.edu/gradstudies/catalog.php>) for more information about grading policies, calculation of the grade point average, and academic standing and probation/suspension.

GRADUATION REQUIREMENTS

Undergraduate Students:

Undergraduate students planning to complete their degree requirements in August should make application at the Registrar's Office in Roseman Hall by February 26. A graduation fee of \$35 for undergraduate students is required and will be charged to the student bill. There will not be a formal Commencement in August, but students

may participate in either the May or the December ceremony of the same year. If planning to participate in May, students must notify the Graduation Examiner in the Registrar's Office.

NOTE: Students may graduate on the official date of graduation for a preceding term if they successfully complete all course and degree requirements within 30 days of the official end of that term. This policy allows for students to use courses completed in the first 3-week session of the Summer Term when this session is completed within 30 days of the end of the Spring Term. There cannot be an extension beyond the 30-day limit from the previous term for incomplete or progress grades received in the first session of Summer Term (May 29 - June 15).

Graduate Students:

Application forms for diploma, graduation, and to take the oral or written comprehensive exam or the oral exam on the thesis may be obtained from the Graduate Office in Roseman Hall or on-line at <http://www.uww.edu/gradstudies/index.html>. Completed forms must be returned to the Graduate Office by Friday, June 1, 2007. There is a graduation fee of \$35 that will appear on your billing statement. This fee must be paid even though you may elect not to participate in a May or December commencement exercise.

Signed Integrative Project proposals for Spring 2008 are due in the Curriculum & Instruction Department by Friday, August 24, 2007. The group written comprehensive examination will be given in McGraw, Room 127, from 8:00 a.m. to 2:00 p.m. on Saturday, July 7, 2007. A final copy of the thesis and the abstract must be submitted to the Graduate Office by Friday, July 27, 2007.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - FERPA

Interpretations of the Family Educational Rights and Privacy Act of 1974 (also known as FERPA or the Buckley Amendment) have important implications for the handling and releasing of student education record information by campus offices and school officials. FERPA applies to the "education records" (see next paragraph for definition) of "students". "Students" are defined as those individuals who have applied for formal admission to UW-Whitewater, were admitted, and are or have been enrolled in classes for credit at the University. FERPA does not apply to records of applicants for formal admission to the University who are denied acceptance or, if accepted, do not enroll in classes for credit. In addition, rights are not given by FERPA to students enrolled in one component of UW-Whitewater who seek to be admitted in another component (e.g., a student enrolled in an undergraduate degree program, who is denied admission to a graduate program, does not have any FERPA rights in the graduate program which denied him/her admission).

"Education records" are those records that are directly related to a student and that are maintained by the University or by a school official who serves the University in an administrative, supervisory, academic, research, or support staff position (including student employees or agents of the University, persons/companies with whom the University has contracted, persons serving on official campus committees, or persons assisting other school officials in performing their tasks).

FERPA indicates that “education records” do not include:

- Sole possession records. Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the records.

Important exception: Notes taken in conjunction with any other person are not “sole possession records”. Sharing information with another person or placing information where it can be viewed by others makes it an “education record” and subject to FERPA.

- Law enforcement unit records. Records maintained by a law enforcement unit of UW-Whitewater that were created by that unit for the purpose of law enforcement.

Important exception: Placing law enforcement records where they can be viewed or accessed by others outside the law enforcement unit makes them “education records” and subject to FERPA.

- Employment records. Records relating to individuals who are employed by UW-Whitewater which are made and maintained in the normal course of business and relate exclusively to individuals in their capacity as employees, and are not available for any other purpose.

Important exception: Records of students who are employed as a result of their status as students are “education records” (e.g., work-study, graduate assistants) and subject to FERPA.

- Doctor-patient privilege (medical) records. Records relating to a student which are (1) created or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in his/her professional capacity or assisting in a paraprofessional capacity; (2) used solely in connection with the provision of treatment to the student; and (3) not disclosed to anyone other than individuals providing such treatment, so long as the records can be personally reviewed by a physician or other appropriate professional of the student’s choice.

- Post-attendance records. Records that contain only information relating to a person after that person is no longer a student at UW-Whitewater (e.g., information gathered on the accomplishments of alumni).

The essence of FERPA can be summarized as “Confidentiality” and “Access” as described below:

- CONFIDENTIALITY – School officials must protect the privacy of education records and shall not disclose personally identifiable information about a student or permit inspection of the student’s records without his/her written consent unless such action is covered by certain exceptions permitted by FERPA. The student’s written, signed consent must:
 - o Specify the records to be released;
 - o Identify the party or class of parties to whom the records should be released;
 - o Indicate the reason for the release.

A consent form can be downloaded from the web at: <<http://www.uww.edu/registrar/>>. (under the FERPA section, click on “Authorization to Release Records”)

- ACCESS – A student must be permitted to inspect his/her own education records (see “Student Access to Education Records” section for information about the process for inspecting education records). FERPA provides the student the right to:
 - o Inspect and review his/her education records;
 - o Request an amendment to the education records if he/she believes there is an inaccuracy;
 - o Restrict the release of his/her “Directory Information” from public access;
 - o File a complaint with the U.S. Department of Education if he/she feels the University has failed to follow FERPA guidelines. The name and address of the office that administers FERPA is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, D.C. 20202-4605.

CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

FERPA generally prohibits the release of confidential personally identifiable student data from education records, with limited exceptions that include “Directory Information” (see below), without the student’s written, signed consent.

Personally identifiable student data, other than “directory information” for students who have not restricted its release, are confidential. Examples of confidential information include, but are not limited to, ID number, social security number, date of birth, ethnicity, gender, country of citizenship, percentile ranks, class schedules (including meeting times and locations), grades, and grade point averages.

Parents have no inherent rights to inspect or receive information about their children’s education records. Parents of a dependent (as defined for federal income tax purposes) student may request their child’s education record information only after providing notarized copies of both the most recent federal income tax return filed that shows the student listed as a dependent and a letter of intent to claim the student as a dependent on the next federal income tax return. Absent this information, UW-Whitewater shall not disclose a student’s education record information to a parent without the written consent of the student.

FERPA provides certain exceptions for the release of personally identifiable education record information without the student’s written consent. These exceptions include:

- Directory Information. UW-Whitewater determines the following to be student “directory information” which is available to the public if the student has not restricted its release:
 - Names, addresses (including email), and telephone numbers;
 - Dates of attendance (including term units carried and full-time/part-time status);
 - Classification (e.g. sophomore, senior, graduate student);
 - Major/minor/degree program;
 - Degrees conferred (including dates/anticipated dates);
 - Previous institution(s) attended;
 - Awards and academic honors;
 - Participation in officially recognized sports and activities;
 - Physical factors (weight and height) of members of athletic teams.

A student has the right to restrict the release of his/her directory information. Any student who wishes to do so must complete and file the "Request To Prevent Disclosure Of Directory Information" form in the transcripts department of the Registrar's Office, Roseman Hall, lower level. The restriction will remain in effect until the student files written notification with the Registrar's Office to have it removed. A student who has ceased attending UW-Whitewater, and whose directory information was not restricted in his/her last term of attendance, does not have the right to restrict the release of directory information until such time as he/she re-enrolls at the University.

- Legitimate Educational Interest. Personally identifiable education record information may be disclosed without the student's written consent to UW-Whitewater officials who are determined to have a "legitimate educational interest" – a right to know and a need to know (i.e., the information is necessary to fulfill the official's professional responsibility to UW-Whitewater). Legitimate educational interest means there is an educationally related purpose that has a directly identifiable educational relationship to the student involved and underlies the request. The following criteria shall be taken into account in determining the legitimacy of a UW-Whitewater school official's access to records:
 - o The official must seek the information within the context of his/her professionally assigned University responsibilities;
 - o The information sought must be used within the context of official University business.

Disclosure of education record information to a school official having a legitimate educational interest does not constitute institutional authorization for that school official to transmit, share, or disclose any or all of that information to a third party. A disclosure of personally identifiable information from the education record of a student, without the student's written consent, is prohibited unless the disclosure meets one of the specific exceptions cited in FERPA as outlined in the following section.

- Education record information may be disclosed without the student's written consent in the following instances:
 - a) To the student.
 - b) If it is "Directory Information" and the student has not restricted its release.
 - c) If properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding, provided UW-Whitewater will make a reasonable attempt to notify the student of the subpoena, in cases where FERPA applies, prior to the release of the information.
 - d) In connection with the student's application or receipt of financial aid as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms or conditions of the aid.
 - e) In connection with audits or evaluation of federal or state supported educational programs requiring disclosure of information.
 - f) To effect collection of past due financial obligations to the University.
 - g) To attorneys representing the University when the data on the student is deemed necessary for the defense of the University in a suit filed by the student.
 - h) To schools in which the student seeks or intends to enroll.
 - i) To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States,

the Secretary of the Department of Education, or state or local educational authorities.

- j) To the Veterans Administration to determine compliance with educational assistance.
- k) To organizations conducting studies for or on behalf of the University.
- l) In connection with a health or safety emergency as determined by the University.
- m) In connection with a crime of violence or a nonforcible sex offense. The University has the discretion to disclose the final results of any disciplinary proceeding against a student who is an alleged perpetrator of a crime of violence or a nonforcible sex offense if, as a result of that disciplinary proceeding, the University has determined that the student in fact committed the crime or offense. The definition of "final results" is limited solely to the name of the student, the violation committed, and any sanction imposed by the University on that student. Only where a victim or witness has provided written consent may the University disclose the name of that student. Results of judicial hearings related to sexual assault will be made available to the victim.
- n) The University may disclose to a student's parent or legal guardian information regarding any drug or alcohol violation (whether pursuant to federal, state, or local law or institutional policy) where the student is under 21 years of age and the University has determined the student has committed a disciplinary violation.

UW-Whitewater school officials conducting research using student education records may be asked to explain the use of the records in writing. Student organizations that need confidential information about their members may be required to obtain the signatures of all members on a form explaining how the information is to be used (if required, the signatures must be obtained before the information will be released).

School officials who have access to student education record information assume the legal responsibility for protecting the privacy and security of the information.

STUDENT ACCESS TO EDUCATION RECORDS

The student will have access to education records directly related to him/her that are maintained by the University, or any of its agents, and to which FERPA applies.

A student may request access to review and inspect his/her education records by writing to the University official (registrar, dean, department chair, or other appropriate person/office) responsible for the records. The written request must indicate the records the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct person/office to whom the request should be addressed and it becomes the student's responsibility to submit the request to that person/office. Upon receipt of the written request, the University has 45 days to comply. FERPA does not provide the student with the right to access certain records, including:

- i. Sole possession records
- ii. Parents' financial records used for financial aid purposes;
- iii. Confidential letters and statements of recommendation placed

in the student's record prior to January 1, 1975, or confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admission, or award purposes;

- iv. Law enforcement unit records;
- v. Certain employment records;
- vi. Doctor-patient privilege (medical) records;
- vii. Post-attendance records.

A student has the right to request an amendment of his/her education record that is believed to be inaccurate. However, FERPA was not intended to provide a process to be used by the student to question substantive judgments that are correctly recorded. The FERPA rights of challenge are not intended to allow a student to contest, for example, a grade in a course because he/she felt a higher grade should have been assigned. FERPA is intended to ensure the factual and accurate nature of the information in the student's educational records and the student's right to verify that information.

In those cases where FERPA intended to provide a student the right to request an amendment to an education record, the student should write the University official responsible for the record, clearly identify the part of the record s/he wants changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of this right.

In the process of challenging the education record information, the student may wish to have copies of appropriate documents in his/her education record file. The University may assess the student a reasonable per copy fee for such documents. This charge does not apply to copies of the student's official academic transcript (there is a \$5.00 charge for each official transcript). A request for a copy of any document in an education record will be denied if the student has a hold/service indicator on his/her records that prevents the release of the official academic transcript, or if the document is a transcript of an original or source document which exists elsewhere.

If UW-Whitewater decides, as a result of a hearing, not to amend the education record in accordance with the student's request, the student may place a written statement in the record commenting upon the information therein, and/or setting forth any reason for disagreement with the institutional decision not to amend the record. Such a statement will become part of the student's education record and will be disclosed with it.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by UW-Whitewater to comply with the Family Educational Rights and Privacy Act.

FERPA rights cease upon a student's death. Accordingly, the disposition of education records held by UW-Whitewater and pertaining to a deceased student is not a FERPA issue but a matter of institutional policy. UW-Whitewater does not permit the release of education record information of a deceased student for 25 years after his/her death unless authorized by the executor/executrix of the deceased student's estate or parents, or next of kin, if an executor/executrix has not been appointed. Deceased student education records may be made available for research purposes unless the student, in his/her last enrollment, formally requested confidentiality of all records.

GUEST TRANSFER OF UNIT (CREDIT)

Persons attending another graduate school who wish to take graduate courses at UW-Whitewater and transfer them to that institution may do so. The School of Graduate Studies Office at UW-Whitewater provides a form to be completed by an official of the graduate school to which the units (credits) are to be transferred. The form certifies that the student is attending the other institution and states the provisions for approval of the work taken at UW-Whitewater toward the degree at the other institution.

TUITION & FEES

Open Registration Fee Payment Due June 20

Registration will be on a space available basis. Full fee payment by June 20 to UW-Whitewater, P.O. Box 88, Whitewater, WI 53190-0088.

EXCESS CREDITS POLICY

The University of Wisconsin System Board of Regents established an Excess Credits Policy for all UW institutions. This policy requires that a resident undergraduate student who earns more than 165 credits toward his/her first undergraduate degree will pay a surcharge for all credits beyond 165. The surcharge will be applied to the student in the term following the one in which the earned credit limit is reached and will approximately double the student's tuition charges.

The policy covers all earned credits from UW-Whitewater as well as earned credits from other UW System schools or Wisconsin Technical College System (WTCS) schools that are accepted toward a student's first undergraduate degree. Credits transferred from other colleges outside the UW System or the WTCS do not count toward the 165 credit limit. In addition, Advanced Placement, retroactive credits, credits by examination, and remedial credits do not count toward this limit. Please contact an academic advisor for more information.

RESIDENCY FOR TUITION PURPOSES

Bona fide residents of the State of Wisconsin for one full year prior to the beginning of the term of your enrollment, are exempt from payment of nonresident tuition. Persons continuously employed full-time in this state, who were relocated to Wisconsin by their current employer; or who moved to Wisconsin and accepted current employment before applying for admission to UW-Whitewater, their spouse, and dependents may be exempt from the payment of nonresident fees provided the applicant demonstrates intent to establish and maintain a permanent home in Wisconsin. Intent to become a bona fide resident may be demonstrated or disproved by factors including, but not limited to, filing of Wisconsin income tax returns, eligibility to vote in Wisconsin, motor vehicle registration in Wisconsin, possession of a Wisconsin operator's license, employment in the state, and self-support. In addition, nonresident members of the armed forces (family included) stationed in the state, or stationed at a federal military installation located within 90 miles of the borders of Wisconsin, while living in Wisconsin, students who are graduates of a Wisconsin high school whose parents have been bona fide residents of the state 12 months prior to the beginning of the term of your enrollment or whose last surviving parent was a bona fide resident of the state 12 months preceding his/her death, official refugees who moved to this state immediately upon arrival in the United States who have resided in Wisconsin continuously since their arrival, or minor students or dependent adult students provided one or both parents have been bona fide residents of the state for at least 12 months prior to the beginning of the term of enrollment, are entitled to exemption from nonresident tuition. However, if you enter and remain in this state principally to obtain an education, you are presumed to continue to reside outside this state, and such presumption continues in effect until rebutted by

clear and convincing evidence of bona fide residency.

MINNESOTA-WISCONSIN RECIPROcity

This agreement allows Minnesota residents to pay a reduced nonresident fee to attend a Wisconsin University. Arrangements to participate in this program may be made by filing an application with the Minnesota Higher Education Services Office, 1450 Energy Park Dr, Suite 350, St. Paul, Minnesota 55108-5227 ((Telephone 651-642-0567 or 1-800-657-3866 or online at: <http://www.ohe.state.mn.us/>).

FEDERAL POLICY FOR RETURN OF TITLE IV FUNDS

The Financial Aid Office must adhere to federal law when determining the return of Financial Aid to the financial aid programs.

Financial Aid and Withdrawal

If a financial aid recipient withdraws during a term, the Financial Aid Office must calculate the amount of Title IV aid the student did not earn. Unearned funds must be returned to the Title IV Programs.

The basic formula is:

Percent of enrollment period completed based on withdrawal date	X	Aid that disbursed or could have disbursed	=	Earned Aid
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Aid that disbursed or could have disbursed	-	Earned aid	=	Unearned aid
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The school must return:

Amount of institutional charges	X	The percent of aid that was unearned
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Student must repay:

The amount of unearned Title IV aid to be returned	-	The amount of unearned Title IV aid due from the school
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If the repayment of funds affects grant dollars received, the student's repayment of these funds will be reduced by 50 percent of the total grant aid.

Students will repay loan funds based on repayment terms of the promissory note. Repayment of grant funds can be arranged with the school if paying in full, or with the Department of Education if a payment schedule needs to be arranged. If a student fails to repay grant funds, he/she will be ineligible for future financial aid.

FEE INFORMATION

The classification of a student, undergraduate or graduate, determines the fees to be paid, not the level of the course in which the student enrolls, i.e., a graduate student pays graduate fees for all units (credits) including undergraduate units (credits). Graduate students who wish to receive only undergraduate units (credits) should apply to the under-

graduate Admissions Office. Fee schedule is noted on page 18.

Fees for College of Business and Economics On-line Web Courses

The fee for College of Business and Economics online Graduate web courses is \$550 per unit (credit) for both resident and non-resident students for each online unit in which the student is enrolled. However, resident students who were admitted to a graduate program in the College before Spring 2002 and who remained in active status would continue to be assessed the resident graduate business fees. Resident students who are first admitted to the College Graduate program in Spring 2002 or later will be assessed the \$550 per unit. The \$550 per unit applies to every student, resident and non-resident, who chooses to take a web graduate business class with the exception noted above. The Spring 2002 first admitted date for Wisconsin residents who are enrolled in the MPA, MS-MCS, and MS-SBM programs as well will be used. All guest matriculants will pay the \$550 per unit for online classes regardless of residency.

The fee for College of Business and Economics online Undergraduate web courses is \$360 per unit (credit) for both resident and non-resident students for each online unit in which the student is enrolled.

E-BILLING STATEMENTS

E-Billing statements will be generated by April 30 and May 30, 2007. THESE E-BILL NOTIFICATIONS WILL BE EMAILED TO THE STUDENT'S UW-W EMAIL ADDRESS.

Students on Financial Aid are subject to the same DEADLINES which apply to all other students. DO NOT depend on your Financial Aid to be available in time to pay your University bill.

ENROLLMENT DEPOSIT AND UNIVERSITY CREDIT AGREEMENT

A one time enrollment deposit charge is assessed to Undergraduate Students.

We anticipate sending the first ebill notification April 30, 2006. Otherwise, the University may cancel your registration. The enrollment deposit payment is due on June 20, 2007.

When the enrollment deposit is paid, it will also become the down payment on the University Installment Credit Agreement.

All Students using the installment plan must sign and return the installment credit agreement to the Student Financial Services Office by 3:30 p.m. on June 20.

- 1) A \$100.00 down payment (enrollment deposit) is required.
- 2) When separating from the University, you may request a refund of the enrollment deposit if your account is in good financial standing and there are no holds on your account.
- 3) A finance charge of 1.25% is assessed on your balance, based on the two month installment plan.
- 4) Finance charges are assessed on balances eligible to be on the installment plan, such as tuition, meal plan, housing.
- 5) Your total balance including finance charges will be divided into two installments.
- 6) Charges not eligible for the installment plan, such as health center

charges, are due in full 30 days from the billing date.

The billing statement will be processed on a 30 day billing cycle.

ADMINISTRATIVE CHARGES - CANCELLATION OF CLASSES

Failure to have an Installment Credit Agreement Form on file with the University will result in administrative fees not paid in full by June 20, 2007. The Installment Credit Plan is effective until revoked by the University.

An additional administration fee will be assessed for students in off-campus courses, if the account is not paid in full within two weeks of the off-campus class beginning.

Cancellation of registration will result if payments and/or the credit agreement are not received on time.

FINANCIAL AID

Students interested in applying for summer financial aid must have a 2006-07 Free Application for Federal Student Aid (FAFSA) on file. The FAFSA deadline date is July 2, 2007. In addition, a separate "2007 Summer Term Application" must be completed and received by the Financial Aid Office no later than July 24, 2007. These applications are available in the Financial Aid Office or on-line at www.uw.edu/staffair/finaid/index.php. In order to receive financial aid for the Summer Term, all students must be enrolled on at least a half-time basis (6 credits undergraduate - 4.5 credits graduate).

SATISFACTORY ACADEMIC PROGRESS

Students are required to comply with the Satisfactory Academic Progress policy in order to maintain their eligibility to be considered for financial aid. Academic Progress requirements are available at www.uw.edu/staffair/finaid/terms_academic_progress.php. Failure to meet the requirements will result in loss of eligibility for all major types of financial aid. Students who do not meet the requirements can appeal their Academic Progress status.

PRIOR OBLIGATIONS

Students who have prior obligations to the University for any term prior to Summer 2007 will not be allowed to keep their scheduled Summer courses.

PAYMENT INSTRUCTIONS

Pay your enrollment deposit as soon as possible at the University Cashier's Office which is located in Hyer Hall 104. Regular window hours are 8:30 a.m.-11:30 a.m. / 12:20 p.m.-3:30 p.m. If you mail any payment, please allow 4 to 7 days to remove the hold. All payments, including on-line payments, must be received by 3:30 p.m. CST on the due dates.

As an undergraduate student, your enrollment deposit will be considered a \$100 down payment. Remember, you must have a signed credit agreement on file with the University to qualify for the installment plan.

Checks should be made payable to UW-Whitewater, and include your name, student ID#, and purpose of payment (Summer '07 deposit & tuition down-payment). Mail payments to University Cashier, P.O. Box 88, Whitewater, WI 53190-0088.	3.5	812.00	1,902.11
	3.0	696.00	1,630.38
	2.5	580.00	1,358.65
	2.0	464.00	1,086.92
Please allow sufficient time for your payment to reach the University Cashier. The University is not responsible for delays with the U.S. mail, and does not accept postmarks.	1.5	348.00	815.19
	1.0	232.00	543.46
	.5	116.00	271.73

Your cancelled check is your receipt. If a cash register receipt is needed, include a self-addressed, stamped envelope with your payment.

Registered Students Have Two Payment Methods Available

Failure to receive an E-billing statement will not relieve students from their financial obligation to make timely payments. An E-bill will be emailed by April 30, 2007 for student registered by that date; and June 20 for all students on the University Installment Plan.

The University offers two methods for payment of fees:

Payment in full of all fees

- a) Students who register on or before April 30 will be E-billed by April 30, 2007. Payment in full is required by June 20.
- b) If permitted to register after April 30, registrants must pay in full without receiving an E-bill by June 20.

Installment E-Bill Dates if Credit Agreement is on file by June 20, 2007

	<u>E-BILLING</u>	<u>INSTALLMENT</u>
	<u>DATES</u>	<u>DUE DATES</u>
First Installment	June 20, 2007	July 20, 2007
Second Installment	July 20, 2007	August 19, 2007

* All payments including on-line payments must be received by 3:30 p.m. CST on the due dates.

UNIVERSITY POLICY WILL NOT ALLOW PAYMENT DEFERMENTS FOR ANY REASON INCLUDING LATE FINANCIAL AID. STUDENTS MUST SIGN A UNIVERSITY CREDIT AGREEMENT.

FEES

UNDERGRADUATE

UNITS (CREDIT)	RESIDENT	NON-RESIDENT
12.0	2,087.75	4,890.83
11.5	1,971.76	4,619.11
11.0	1,855.76	4,347.38
10.5	1,739.76	4,075.65
10.0	1,623.76	3,803.92
9.5	1,507.76	3,532.19
9.0	1,391.76	3,260.46
8.5	1,391.76	3,260.46
8.0	1,391.76	3,260.46
7.5	1,391.76	3,260.46
7.0	1,391.76	3,260.46
6.5	1,391.76	3,260.46
6.0	1,391.76	3,260.46
5.5	1,276.00	2,989.03
5.0	1,160.00	2,717.30
4.5	1,044.00	2,445.57
4.0	928.00	2,173.84

GRADUATE (Non-Business)

UNITS (CREDIT)	RESIDENT	NON-RESIDENT
12.0	2,547.48	6,673.56
11.5	2,547.48	6,673.56
11.0	2,547.48	6,673.56
10.5	2,547.48	6,673.56
10.0	2,547.48	6,673.56
9.5	2,365.51	6,196.87
9.0	2,183.54	5,720.18
8.5	2,001.57	5,243.49
8.0	1,819.60	4,766.80
7.5	1,819.60	4,766.80
7.0	1,819.60	4,766.80
6.5	1,819.60	4,766.80
6.0	1,819.60	4,766.80
5.5	1,819.60	4,766.80
5.0	1,819.60	4,766.80
4.5	1,637.73	4,290.21
4.0	1,455.76	3,813.52
3.5	1,273.79	3,336.83
3.0	1,091.82	2,860.14
2.5	909.85	2,383.45
2.0	727.88	1,906.76
1.5	545.91	1,430.07
1.0	363.94	953.38
.5	181.97	476.69

SPECIAL GRADUATE BUSINESS FEES

The Fee Schedule below applies to all students who first enroll in any of the following degree programs commencing with the 1989-90 Academic Year.

- A. M.B.A.
- B. M.P.A. - Accounting
- C. M.S. - Accounting
- D. M.S. - Management Computer Systems
- E. M.S. - Office Systems
- F. M.S.E. - School Business Management

UNITS (CREDIT)	RESIDENT	NON-RESIDENT
12.0	\$2,762.94	\$ 6,899.19
11.5	2,762.94	6,899.19
11.0	2,762.94	6,899.19
10.5	2,762.94	6,899.19
10.0	2,762.94	6,899.19
9.5	2,565.58	6,406.38
9.0	2,368.22	5,913.57
8.5	2,170.86	5,420.76
8.0	1,973.50	4,927.95
7.5	1,973.50	4,927.95

TUITION & FEES

7.0	1,973.50	4,927.95
6.5	1,973.50	4,927.95
6.0	1,973.50	4,927.95
5.5	1,973.50	4,927.95
5.0	1,973.50	4,927.95
4.5	1,776.24	4,435.29
4.0	1,578.88	3,942.48
3.5	1,381.52	3,449.67
3.0	1,184.16	2,956.86
2.5	986.80	2,464.05
2.0	789.44	1,971.24
1.5	592.08	1,478.43
1.0	394.72	985.62
.5	197.36	492.81

Refer to the GENERAL INFORMATION section for the maximum unit (credit) load.

On-Line MBA Fees - (see page 17)

Audit Only - Undergraduate

UNITS(CREDIT)	RESIDENT	NON-RESIDENT
3.0	177.00	759.00
2.0	118.00	506.00
1.0	59.00	253.00

Audit Only - Graduate

UNITS (CREDIT)	RESIDENT	NON-RESIDENT
3.0	297.00	1,377.00
2.0	198.00	918.00
1.0	99.00	459.00

Wisconsin residents who are receiving federal old age survivors and disability insurance benefits (OASDI) under 42 USC 401-433 may audit courses without charge except for payment of special class or lab fees.

UNIVERSITY HOUSING RATES

Limited housing will be available for the Summer Term. Students interested in reserving housing can access a summer housing contract at the Residence Life website (www.reslife.uww.edu). Assignments will be made on a first-come, first-served basis. Availability of single or double rooms will be determined by the number of reservations received. The prices listed below are subject to change without notice. Call 262-472-4255 for more information.

	<u>Double</u> <u>per person</u>	<u>Single</u> <u>per person</u>
1 Week Session	\$ 80.00	\$ 124.00
3 Week Session	\$240.00	\$ 372.00
6 Week Session	\$480.00	\$ 744.00
12 Week Session	\$960.00	\$1,488.00

FOOD SERVICE

These prices are subject to change without notice. Call 472-1437 for more information.

Food Point Plan

3 week plan	\$150.00	(\$110.00 redemption)
6 week plan	\$300.00	(\$210.00 redemption)
9 week plan	\$450.00	(\$310.00 redemption)

Dining Dollars and Purple Points will be available May 29 - August 17. Remaining Dining Dollar balances will expire at the end of the day on August 17.

For those wanting a meal program for the first session, Dining Dollars and Purple Points may be used at Upham Hall for Breakfast and Lunch.

Refund Schedule for Withdrawals or Course Drops

<u>COURSE</u>	<u>WEEK 1</u>	<u>WEEK 2</u>	<u>WEEK 3</u>	<u>WEEK 4</u>
12 weeks	100%**	100%**	50%	50%
8-11 weeks	100%**	50%	25%	None
5-7 weeks	100%**	50%	None	
3-4 weeks	100%**	25%	None	
2 weeks	100%**	None		
1 week	100%**	None		

SEE PAGE 2 FOR COURSE ADD/DROP, GRADE BASIS CHANGE, AND REFUND DEADLINES.

SEE PAGE 3 FOR WITHDRAWAL AND REFUND DEADLINES.

UNIVERSITY POLICIES

DISCIPLINARY & GRIEVANCE PROCEDURES & ADMINISTRATIVE CODE

NOTICE TO STUDENT: The complete copies of the University of Wisconsin-Whitewater Student Non-Academic Disciplinary Procedures (Administrative Code UWS Chapter 17), the Student Academic Disciplinary and the Student Grievance Procedures (Administrative Code UWS Chapter 14) are available in the Student Handbook on the UW-Whitewater web page at <http://www.uww.edu/stdhdbk/index.html>. For information regarding these procedures, contact the Office of Student Life at 262-472-1533.

Personal copies of these documents are available to any student. For more information about the academic disciplinary or the non-academic disciplinary procedures contact the Assistant Dean of Student Life. Interpretation of the documents or procedures will be made to individuals or groups upon request.

SAFETY AND HEALTH POLICY

The University of Wisconsin System will provide and maintain adequate facilities for a safe and healthy learning environment. It is the University's responsibility to work with faculty and staff so that they are equipped to educate their students on practices and procedures that ensure safety for all members of the university. Employees with instructional responsibilities are expected to comply with state and federal safety laws and regulations in their institutional areas. Certain courses and research projects require that the student work with hazardous materials while engaging in academic studies. Instructors of these courses and research projects shall inform and train students on procedures that will maintain the students' personal health and safety and provide them with information on the hazards of specific chemicals that will be used during their course of study. Furthermore, instructors will enforce and follow safety policies. Prior to use of hazardous materials and equipment, the student shall review the procedures and information, and discuss any associated concerns with the instructor.

EQUAL OPPORTUNITY

Religious Beliefs Accommodation

It is the policy of the Board of Regents that a student's sincerely held religious beliefs shall be reasonably accommodated with respect to scheduling examinations and other academic requirements.

1. A student shall be permitted to make up an examination or other academic requirement at another time or by an alternative method, without any prejudicial effect, where:
 - a. There is a scheduling conflict between the student's sincerely held religious beliefs and taking the examination or meeting the academic requirements; and
 - b. The student has notified the instructor, within the first three weeks of the beginning of classes (within the first week of summer session and short courses) of the specific days or dates on which he or she will request relief from an examination or

academic requirement.

2. Instructors may schedule a make-up examination or other academic requirement before or after the regularly scheduled examination or other academic requirement.
3. Instructors shall accept, at face value, the sincerity of students' religious beliefs.
4. Student notification of instructors and requests for relief under sub. (1) shall be kept confidential.
5. Complaints of failure to provide reasonable accommodation of a student's sincerely held religious beliefs as required by this rule may be filed under institutional complaint and grievance procedures adopted pursuant to Chapter UWS 6 and Chapter UWS 13.
6. For additional information or to file a grievance regarding a failure to provide reasonable accommodation, please contact the Director, Human Resources and Diversity (472-4672).

Nondiscrimination

General:

The University of Wisconsin-Whitewater is committed to equal opportunity in its educational programs, activities, and employment policies for all persons regardless of race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, political affiliation, marital status, Vietnam-era veteran status, parental status and pregnancy. Refer inquiries to the Affirmative Action/Equal Opportunity Compliance Officer, Human Resources and Diversity, University of Wisconsin-Whitewater, Whitewater, WI 53190, or 262/472-4672.

On the Basis of Disability:

The University of Wisconsin-Whitewater does not discriminate on the basis of disability in admission to its programs, services or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. This notice is provided as required by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance officer at 262/472-4672.

SERVICES

GENERAL INFORMATION

Building Symbols

C	Carlson	MG	McGraw Hall
CA	Center of The Arts	OB	Observatory
GO	Goodhue Hall	R	Roseman Building
HC	Health Center	S	Salisbury Hall
HE	Heide Hall	ST	Stadium
HY	Hyer Hall	UC	University Center
L	Andersen Library	UH	Upham Hall
MC	McCutchan	WC	Williams Center
		WH	Winther Hall

Administrative Offices

		Phone (Area 262)	Office	
Admissions				
Graduate	John Stone	472-1006	R	2015
Undergraduate	Steve McKellips	1440	S	
Cashiering	Al Haberman	1378	HY	104
Financial Aid	Carol Miller	1130	HY	130
Graduate School	John Stone	1006	R	2015
Housing	Jeff Janz	4255	GO	200
I.D. Cards	David Halbach	1437	UC	245
Registrar	Dan Edlebeck	1570	S	
Student Accounts	Al Haberman	1373	HY	110
Summer School	John Stone	1100	R	2013
Teacher Licensure	Becky Wintermute	1184	WH	2033
Textbooks				
(Undergrad)	Terri Meinel	1302	Moraine	
(Graduate)	Barbara Young	1282	Moraine	
Veterans	Jan Nordin	1211	S	

Academic Offices

Continuing Education, Extension & Summer Session	1100	R	2013
Credit Outreach	1100	R	2013
Non-Credit Outreach	3165	R	2005

COLLEGES

Arts & Communication	1221	CA	2001
Business & Economics			
Undergraduate	5588	C	4035
Graduate	1945	C	4033
Business Outreach (Non-Credit)	3217	C	2000
Education	1101	WH	2003
Letters & Sciences	1620	S	124

DEPARTMENTS

Accounting	1344	C	019
Art	1324	CA	2073
Astronomy	1067	UH	118
Biological Sciences	1092	UH	303
Chemistry	1070	UH	220
Communication	1034	HE	464
ITBE	1322	C	4018
Journalism	1034	HE	464
Speech	1034	HE	464
Communicative Disorders	1301	R	1011
Counselor Education	5426	WH	6035
Curriculum & Instruction	1122	WH	3032
Developmental Studies	3223	MC	225

Economics	1361	C	4003
Educational Foundations	1380	WH	6035
English (<i>see Languages & Literatures</i>)			
Finance & Business Law	1316	C	5002
Foreign Languages (<i>see Languages & Literatures</i>)			
Geography & Geology	1071	UH	328
Health, Physical Education, Recreation & Coaching	1140	WC	113A
History	1103	B	214
International Studies	1214	S	
Languages & Literatures			
English	1036	HE	403
Foreign Languages	1033	HE	468
Leadership & Military Science	1541	S	111
Management	3964	C	5045
Management Computer Systems	1467	MG	104
Marketing	1333	C	4019
Mathematical & Computer Sciences	1313	B	237
Music	1310	CA	2038
Philosophy & Religious Studies	4775	S	443
Physics	1067	UH	151
Political Science	4766	S	202
Psychology	1026	WH	5033
Public Policy & Administration	1168	S	234
Race & Ethnic Cultures	1553	S	303
Safety Studies	1117	WH	6034
School Business Management	1322	C	4018
Social Work	1137	S	231
Sociology, Anthropology, Criminal Justice	1133	S	204
Special Education	1106	WH	4033
Theatre and Dance	1566	CA	2076
Women's Studies	1042	S	338

TEXTBOOKS

Undergraduate

Textbooks for undergraduate students are available at Textbook Rental, Moraine Hall. The cost is covered in the tuition. However, some courses may require purchasing supplemental reading materials limited to \$23 per unit (credit), \$69 per three-unit (credit) course.

Graduate

Graduate students pay no textbook rental fees but are expected to purchase such texts and other materials that are assigned in a course. Since text requirements differ widely, no attempt is made here to estimate textbook purchase costs. Textbook Rental is not authorized to rent books to graduate students. The University Bookstore, Moraine Hall, sells graduate texts and miscellaneous materials that may be required.

ID CARDS

The HawkCard (University ID card) is provided upon enrollment to all registered undergraduate and graduate students at UW-Whitewater. The HawkCard is required for use of enrollment verification (such

SERVICES

as the University Library), University food service programs, and Purple Point Account. Look for the "HawkCard Accepted Here" signs throughout the campus.

Students may obtain a HawkCard at the HawkCard Office, UC 245. Continuing students are to retain and use the previously issued HawkCard.

Report lost or stolen HawkCards to the HawkCard Office, UC 245, 262-472-1437, or any HawkCard location cashier. Attempted use of any reported lost or stolen HawkCard will result in the card being confiscated and forwarded to the HawkCard Office.

There is a fee for the replacement of lost or stolen HawkCards. Contact the HawkCard Office during regular business hours for a replacement card.

MEAL PLANS/POINT PLANS

Three different Dining Dollar Plans are available for students for summer 2007. Students may sign up for a plan at the HawkCard Office, UC 245, or on our website: <http://uc.uww.edu/dining/>. Dining Dollars must be used during the summer term and balances left will not roll forward to fall semester.

PURPLE POINT ACCOUNTS

A Purple Point Account, the UW-W debit account, may be opened by completing a summer session Purple Point Account contract at the HawkCard Office, UC 245, or by visiting our website at: <http://uc.uww.edu/hawcard>. A \$25 minimum deposit is required to open a Purple Point Account. Deposits may be charged to summer session fee accounts. All Purple Point Account deposits charged to summer session fee accounts are due and payable as required by University summer session fee payment policies. Students use their Purple Point Account by presenting their HawkCard at many of the on-campus and off-campus locations that display the "Purple Points Accepted Here" signs.

Unused Purple Points at the end of the summer term will roll over to the Fall 2007 term and be available for use.

PARKING

User fees are required of all vehicles parked in University owned or controlled lots. Parking permits are issued by Visitor & Parking Services, located in the Visitor Center. Summer School parking permit prices are: 3 weeks - \$10.00, 4 or more weeks - \$20.00. Daily permits which cost \$1.00 for a 12 hour period are available 24 hours per day from the vending machine located in the drive through at the Visitor Center.

Parking meter fees are required 7:00 a.m. to 10:00 p.m., Monday

through Friday (noon on Fridays). Permits are not required at metered spaces, but a permit does not negate the requirement for meter fees.

Visitor & Parking Services hours are weekdays 7:30 a.m. to 4:30 p.m. Phone 262-472-1011.

VETERANS ADMINISTRATION (VA) EDUCATIONAL ASSISTANCE

The Registrar's Office, Roseman Hall (472-1211) is the certifying office for veterans benefits at the University of Wisconsin-Whitewater. The VA Regional Office has both a toll free number available for individual inquiries (1-888-442-4551) and email address (stlrpo@vba.va.gov). County Veterans' Service Offices are also available for assistance at each county seat.

Undergraduate

<u>TRAINING TIME*</u>	<u>REQUIRED STANDARD CLASS SESSIONS</u>
Full Time	12 Units (credits)
3/4 Time	9-11 Units (credits)
1/2 Time	6-8 Units (credits)

- 3/4 = Three quarters (75%) of full time benefits payable on a monthly basis.
1/2 = One half (50%) of full time benefits payable on a monthly basis.
-1/2 = Less than one half time; tuition & fees only

**Per VA directive, a course which does not meet for the full term will only count during those weeks that the course meets.*

State Benefits

Effective September 2005, Wisconsin Veterans may be eligible for the Wisconsin GI Bill. Eligibility criteria includes entering service from Wisconsin and having served a minimum active duty requirement under qualifying war periods or peace-time service. Certain Guard and Reserve members who were activated for a qualifying war period may also be eligible. Spouses and dependent children of eligible Wisconsin Veterans with a minimum 30% service connected disability, or who died while in service, may also receive benefits under this program. In addition to the Wisconsin GI Bill, veterans may qualify for a Veterans Education (VetEd) Reimbursement Grant. These programs can be used in conjunction with the Federal GI Bill listed below.

Federal Benefits

UW-Whitewater is approved to administer the Federal GI Bill. Applicants must contact the Veterans Coordinator in Roseman Hall to apply for this program. Veterans' benefits may also include tutorial assistance if there exists a documented deficiency in any subject required for completion of a degree program. Contact the Veterans' Coordinator for an application. Students must notify this office of their intent to receive benefits each term.

Refer to the Undergraduate or Graduate Catalog for the academic performance criteria that are expected from all University of Wisconsin-Whitewater students, including those individuals receiving VA benefits. In addition to those rules and regulations, veterans who are receiving VA benefits should be aware of these stipulations:

1. Taking a course on a satisfactory/no credit basis may result in an overpayment of benefits for that term if the veteran receives no credit for the course.
2. Courses taken off campus, abroad or at another school may not count toward the enrollment certification. If taking courses at two schools concurrently, veterans must notify the Veterans Coordinator.
3. Audit units (credits) do not count as units (credits) for benefit certification purposes.
4. A repeat enrollment of a "D" grade may not count for benefit level determination.
5. The University is required to notify the VA on any change of enrollment, change of program and/or withdrawal in order to determine the effect on future and past benefit eligibility. Unless the veterans claim "mitigating circumstances", they may be liable for repayment of the benefits. Veterans should contact the Veterans Coordinator to determine the effects of a change before that action is taken, and if "mitigating circumstances" can be claimed, file a statement of those circumstances. Veterans may be required to repay benefits paid for pursuit of the course or courses, **from the start of the term**, not from the date the course was dropped or the withdrawal was processed.
6. Veterans/dependents must contact the Registrar's Office to receive advance pay and/or continuous pay each term.

Any questions concerning the above information should be directed to the Veterans Coordinator in the Registrar's Office, Roseman Hall.

CHILDREN'S CENTER

The University offers a high-quality preschool and school-age program for children of students (first priority), staff and community, ages 2 to 11 years. Part-day schedules are available to suit parents' work and study times on and off campus. The Children's Center also serves as a teacher-training site, and is state-licensed and nationally-accredited. Child care is available Monday through Friday from 7:30 a.m. to 5:30 p.m. For information regarding available space, curriculum, registration or fees, write or call:

Cigdem Unal, Director
The Children's Center
University of Wisconsin-Whitewater
Roseman 1035
Whitewater, WI 53190
262-472-1768

We are on the WEB!!! Check us out at www.uww.edu/staffair/children/program.php.

RECREATION

May 13 - August 26

Williams Center facilities will be available to students enrolled during the summer. The Williams Center Weight Room is open from 8:00 a.m. - 9:00 p.m. (Mon.-Thur.), 8:00 a.m.-6:00 p.m. (Fri), 10:00 a.m.-2:00 p.m. (Sat), 3:00-9:00 p.m. (Sun) and summer membership is \$50. The Pool is open from Noon - 1:00 p.m. (Mon.-Fri.), and from 7:00 p.m. - 9:00 p.m. (Mon.-Thurs.) Equipment and towels may be checked out with a valid ID card. Lockers are available, but a lock must be provided. CALL THE REC HOTLINE, 472-1400, FOR INFORMATION ON THE BUILDING ACTIVITY SCHEDULE.

This schedule of classes is subject to change as deemed necessary by department chairpersons and deans. The University reserves the right to cancel courses which do not have an enrollment sufficient to justify offering the course.

WINS Registration Instructions

<http://www.uww.edu/registrar/registration.php>

On the left side, under “Related Links”, Click on: WINS Tutorial.

INTERNET EXPLORER IS THE RECOMMENDED BROWSER

Whitewater Information Network for Students

WINS

Whitewater Information Network for Students