

ADMISSION

UNDERGRADUATE ADMISSION

Undergraduate students who were not enrolled at UW-W during the Fall Term 2005 and December 2005 graduates must be admitted/readmitted through the Admissions Office, Baker Hall (262-472-1440), subject to enrollment limitations.

ORIENTATION PROGRAMS

November 3, 9, 19, December 9 or January 12

- a. All new undergraduate students (transfer or new freshmen) are required to participate in an orientation/registration program. It is suggested that students register for the earliest date open to their particular classification (determined by credits completed, not those in progress).

November 3	Junior, Senior Transfer Students
November 9	Sophomore, Junior, Senior Transfer Students
November 19	New Freshmen & All Transfer Students
December 9	New Freshmen & All Transfer Students
January 12	New Freshmen & All Transfer Students

FEES All new students will be assessed an orientation fee. Transfer students are assessed a \$20 program fee and may also be assessed a course placement fee of \$20. New freshmen are assessed a \$55 orientation fee as well as a \$20 course placement fee. These fees will be placed on student bills and may be subject to change.

- b. **RESERVATIONS** - Students must reserve the date they wish to attend by returning the reply form that has been mailed or by calling New Student Programs and First Year Experience Office (262-472-3205). Reservations should be made at least 48 hours in advance in order that the appropriate materials can be prepared.
- c. **Check-in for all programs will begin at 9:30 a.m.**
The program will include information about university requirements and expectations, interpretation of the Advising Reports (ARs), information about various university services, academic advising and registration. Students should choose a program date for which they can dedicate the entire day. It is not possible to meet with an adviser in the morning and then leave.
- d. **PARKING**—During the orientation programs, you may park in any academic parking lot in a space that is not metered, reserved or restricted. Do not park in a resident parking lot (signs at the entrances to the resident parking lots indicate that they are restricted areas and that a resident permit is required). Information about term parking permits can be found on page 29.
- e. **PLACEMENT TESTS**—See English and Math Placement (page 26). Questions about possible testing requirements should be addressed to the Testing Office (262)472-5613.
- ff. **ACADEMIC ADVISING** —Students will meet with an academic adviser to review program plans and to make course selections. Changes in major or the addition of a second major or minor should be addressed when students attend the orientation program.

Questions about the above programs should be directed to New Student Programs/First Year Experience (262) 472-3205.

Transfer Information System (TIS) UW System Wide

The Transfer Information System (TIS) is a source of information for students and advisers with questions regarding transferability of undergraduate credits among UW System institutions and the Wisconsin Technical Colleges. This computer-based system provides information regarding transfer course equivalencies, academic program array, and student services departments. The TIS resource link is accessible through the UW-Whitewater WEB HomePage (<http://www.uww.edu>) under admissions. TIS is very user friendly with easy to use commands and an extensive tutorial. Computer access is

GRADUATE STUDENT ADMISSION

All graduate students who were admitted and/or registered for UW-Whitewater graduate level credit in the Spring Term '05, Summer '05 and Fall '05 are automatically eligible for Spring 2006 registration unless they 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 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. Forms are also available at the School of Graduate Studies webpage: <http://www.uww.edu/gradstudies>. Readmission letters are not issued.

Admission Requirements

Students may be admitted to a graduate degree program either in good standing or on probation. 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 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 graduate work previously completed at UW-Whitewater with no grades of I (Incomplete) or P (Progress) 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 of graduate work completed on a regular grade basis at UW-Whitewater.
 - e. At least a 2.50 overall grade point average in the undergraduate degree program, a Graduate Management Admission Test (GMAT) score of at least 570, and at least five years of appropriate work experience. (This option is available only to M.B.A. and M.P.A. applicants.)
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 (GRE), the 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 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 online at <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 term hours of course work. If fewer than 60 term hours 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.
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.) 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 above credentials have been received.

All application materials (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 program admission are pending may enroll in course work as non-candidate for degree (NCFD) students, but are subject to the twelve 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.

Reactivated students, however, do not receive official notice of their reactivation.

Non-Candidate for Degree (NCFD) Status

Persons who hold a bachelor's degree or 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 credit for this work. Departments and colleges reserve the right to restrict NCFD students from their courses. Completion of an admission form obtained from the Graduate Office or from this Schedule of Classes is all that is necessary for this admission procedure.

Before attempting more than 12 units 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 taken prior to admission to the program may be applied toward the completion of a degree.

All course work, with the exception of up to nine units, must be completed at UW-Whitewater. Additional course work taken at other institutions may allow specific program requirements to be waived; however, no more than nine transfer units may be applied toward the unit requirements of a degree program.

Guest Transfer of 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 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.

Graduate Special Studies Policy

A graduate student may apply no more than 4 units of individual studies, no more than 6 units of special studies, and no more than a combined total of 9 units of individual studies, workshops, and special studies toward the completion of a degree. Departments retain the prerogative of allowing fewer than nine of these types of units to apply toward their respective graduate degrees.

Seniors Taking Graduate Courses

UW-Whitewater undergraduate students with senior status may be allowed to take at most six graduate units at UW-Whitewater provided they have completed 90 cumulative units (excluding remedial units) with at least a 2.75 overall grade point average (or 2.90 over the last half of their course work). Seniors must file a Senior Application at the School of Graduate Studies Office and have the written recommendation of the department chairperson of their undergraduate major. Seniors may not use graduate-level units to satisfy requirements for the bachelor's degree, and undergraduate fees will be charged for their graduate-level work. The option to take UW-W graduate units is not available to seniors enrolled at other institutions.