

YOUR RESPONSIBILITIES AS A STUDENT

UW-W communication via email

UW-W uses e-mail to communicate with students on many important matters such as their tuition billing. The university automatically assigns each student an official UW-W e-mail account when you enroll. You are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to your UW-W e-mail account.

Keep your mailing addresses up-to-date

To receive important information, be sure your current addresses are update.

- Local Address - update via WINS
- Home Address - contact Registrar's Office (email: registrar@uww.edu)
include name, student ID number, address to update
- Residence Hall Address - contact Residence Life Office
- Billing Address - contact Student Financial Services

Check your schedule

After registering, students should print a copy of their WINS class schedule and verify enrollment. Corrections to your class schedule must be made in WINS by published add/drop deadline(s) to avoid academic and/or financial penalties. Nonattendance does not exempt you from such penalties.

Academic Advising Report (AR): Undergraduate

To be eligible for an undergraduate AR, you must be admitted to an undergraduate degree program. You are required to meet all degree requirements in effect at UW-W at the time of declaration of your current major.

Are You Graduating in May 2006?

If you expect to complete your degree in the spring term, you must complete a Graduation Application in the Registrar's Office (undergraduate student) or the School of Graduate Studies (graduate student). You are also required to pay the graduation fee of \$35 even though you may elect not to participate in the commencement exercises. School of Graduate Studies application deadline for May 2006 commencement is January 27. Undergraduate application deadline for May 2006 commencement is February 27.