PIE Student Checklist

(Please read thoroughly and complete all four steps to ensure your enrollment in the PIE Program.)

☐ Step One: Turn in Your PIE Student Registration Forms

Due date: 2014 Fall term students (April 1, 2014)
2015 Spring term students (April 1, 2014)

This form will help our office enroll you into your PIE course in a timely manner. To avoid delay in completing enrollment into your PIE course, please: print neatly, fill in all required information, select your desired course and semester, and include all necessary signatures.

Please do not continue onto step two until instructed by your high school.

☐ Step Two: Apply Online to UW- Whitewater

Due date: 2014 Fall term students (May 1, 2014)
2015 Spring term students (November 3, 2014)

The online application process is free to PIE students: https://apply.wisconsin.edu/. By being enrolled in a UW-Whitewater course through PIE, you are now a UW-Whitewater student and eligible to receive college credit for your work. Your personal information will not be shared and it will ensure a correct UW-Whitewater record when requesting your transcript. For step-by-step instructions on how to apply to UW-Whitewater, please visit: Apply to UW-Whitewater Instructions

After submitting your online application to UW-Whitewater, you will receive a letter of acceptance from the UW-Admissions office mailed to your home address that contains important login information for step three below.

☐ Step Three: Set Up Your Password

By setting up a personalized password, you will have access to the university registration system (WINS) and your university email account. This step is crucial to completing the PIE admission process and reviewing your student bills through your email. Your net id and password may also be used for the online course system, D2L. Let’s get started:

1. Obtain your student ID number and Net-ID from your UW-Whitewater admission letter
2. Go to http://password.uww.edu
3. Click on “login”; fill in your Net-ID as your username and 7 digit ID number as your initial password, click the “login” button
4. Under the “change password” page, enter your old password as the 7 digit ID number and create a new personalized password.
5. For email access, go to [http://www.uww.edu](http://www.uww.edu), click on email at the top right corner, and login with your Net-ID and personalized password. Check your email within the next few weeks for important deadlines information.

☐ **Step Four: Log into WINS and Accept Your Student Terms and Conditions**

**Due date:**
- 2014 Fall term students (June 2, 2014)
- 2015 Spring term students (December 20, 2014)

Use your Net-ID and personalized password (Step Three) to log into WINS to accept your student terms and conditions.

For step by step instructions on how to accept your terms and conditions, please visit: [Terms and Conditions Instructions](#)

WINS is the Whitewater Student Administration System. Students planning to enroll in classes at UW-Whitewater will need to complete the new "Terms and Conditions for Enrollment/Credit Agreement" for each term. By doing so, you acknowledge your responsibilities as a student for the classes in which you register, UW-Whitewater tuition payment plan information (fall and spring terms only), and the charges on student accounts.

☐ **Step Five: Tuition Payment**

**Due date:** UW-Whitewater Official Payment Dates
- 2014 Fall term students (September 13, 2014)
- 2015 Spring term students (January 31, 2015)

E-Bill notifications are sent to the student's UW-Whitewater e-mail account monthly when a balance is due. Check your UW-Whitewater e-mail account on a regular basis to avoid missing important information. Always keep adequate space in your in-box. **Failure to receive an e-Bill notification will not relieve students from their obligation to make timely payments.**

To access your UW-Whitewater email for the first time to view your E-bill, please refer to the directions in step three.

For methods of payment, please visit: [http://www.uww.edu/adminaffairs/sfs/payment_info.html](http://www.uww.edu/adminaffairs/sfs/payment_info.html)

For Questions about your student bill, please contact Student Accounts at 262-472-1373 or the Cashiers Office at 262-472-1379. Please visit [http://www.uww.edu/conteduc/pie/student.html](http://www.uww.edu/conteduc/pie/student.html) for step-by-step directions on all items above.

☐ **Step Six: Obtaining your UW-Whitewater Transcript**

Once you have completed your PIE course, you can obtain or viewing a copy of your UW-W transcript at: [http://www.uww.edu/registrar/records-transcripts/official-transcript-request/online-ordering](http://www.uww.edu/registrar/records-transcripts/official-transcript-request/online-ordering)

Your transcript is your record of your dual enrollment in the high school and university course and you will need to submit to any college or university to which you apply for admission in order to transfer credit for the course.