NON-TRADITIONAL STUDENTHANDBOOK
University of Wisconsin Whitewater
# Table of Contents

WELCOME .................................................................................................................. 2
ENROLLMENT ............................................................................................................... 2
DROP/ADD PROCEDURE .......................................................................................... 2
STUDENT ADVISING ............................................................................................... 3
WHAT IS AN “HOUR” OF CREDIT? ........................................................................... 3
FIGURING GPA ........................................................................................................... 4
FINANCIAL AID ......................................................................................................... 5
SATISFACTORY ACADEMIC PROGRESS ................................................................. 6
WORK STUDY PROGRAM .......................................................................................... 6
STUDENT LOANS ........................................................................................................ 6
HELPFUL HINTS ......................................................................................................... 6
BOOKS ....................................................................................................................... 7
ACADEMIC ALTERNATIVES ...................................................................................... 7
POSITIVE HINTS FOR ACADEMIC SUCCESS ....................................................... 7
ACADEMIC ADVISING .............................................................................................. 9
ACADEMIC SUPPORT CENTER .............................................................................. 9
CAREER AND LEADERSHIP .................................................................................... 9
CHILDREN’S CENTER ............................................................................................... 9
TIME MANAGEMENT TIPS: ....................................................................................... 10
YOU AND YOUR FAMILY: ....................................................................................... 10
FAMILY PREPARATION ............................................................................................. 10
IMPORTANT OFFICES .............................................................................................. 12
WELCOME!
Welcome to UW-Whitewater. We are here to help provide support and to serve as a resource for the special interests and circumstances of non-traditional students. A Non-Traditional student is someone who fits at least one of the following characteristics:
1. 24 years of age or older
2. Married
3. Has children
4. Member of the military or a veteran
5. Returning to school after a period of time
We have prepared this handbook with you in mind. We have attempted to identify the areas, UWW policies, and services that are of the most interest to you. If you have questions that cannot be answered in the handbook, additional information is available in the UWW Undergraduate Catalog, which is available in the Admissions Office; can be accessed online at: http://www.uww.edu/registrar/common/docs/2010_12_catalog.pdf

ENROLLMENT
Prior to each semester, UWW hosts several Plan-it-Purple days to give new students the opportunity to visit campus. New students are divided into groups; a leader will guide the tour, answer questions, and assist students to become familiar with UWW. It is mandatory to attend a Plan-it-Purple. This program allows for your complete enrollment, you can register for classes, obtain your Hawk Card, and become up-to-date on student billing, textbook rental and parking. Contact the First Year Experience (FYE) Office at 262-472-3205 for a list of Plan-it-Purple dates or the website: http://www.uww.edu/fye/

DROP/ADD PROCEDURE
After you have enrolled, paid your fees and classes have begun, you may realize that your schedule is not working for you or that a particular class is inappropriate. If you wish to make changes you must go through the “drop/add” process.
The official period for adding classes ends on the fifth day of each 17-week semester. The last day to add a course in an 8-week course is the second class period. Students may drop courses through the sixth week of the Fall/Spring term. Short term courses may be dropped through Friday of the week in which 33% of the course is completed. Drops must be done through the WINS Registration System. The following link will provide further detail:

http://www.uww.edu/registrar/policies/docs/add_drop_deadlines.pdf

**STUDENT ADVISING**

Students with fewer than 24 credits and all undeclared students will be advised in the Academic Advising and Exploration Center (AAEC). The AAEC located in the Roseman Building 2054, is open from 8AM to 4:30PM, Monday through Friday.

Early Childhood Education and Elementary Education students are advised in the AAEC until they are admitted to the College of Education.

Note: First-year Art, Music, Theatre BA, BM, BSE, and BFA students will be advised by a faculty advisor in their department.

**WHAT IS AN “HOUR” OF CREDIT?**

Semester Hour: a semester hour is the basic unit of credit towards graduation.

Typically, a course may be worth 1 to 5 hours of credit. A 3-hour course will meet three times a week for 50 minutes or 2 times a week for 75 minutes. Laboratory courses are exceptions to this, usually meeting two hours for every one hour of credit.

At the end of the semester, the credit hours you have earned will be entered on your official transcript. When you complete your next semester classes, they will be added to your transcript.

Admission Materials Required: Students must complete an application for undergraduate admission and pay a $44 application fee. This form may be obtained from the Admissions Office or by visiting www.uww.edu and going to the Admissions section. Official transcripts must also be submitted from each college attended before the first day of class. Contact the Admissions Office for more information on transfer credits.
HOW IS GRADE POINT AVERAGE (GPA) FIGURED AND FOR WHAT IS IT USED FOR?

Calculating your Grade Point Average (GPA) is simple and important. Knowing your GPA is important in measuring your progress. To determine your GPA and academic standing for any given semester, UW-Whitewater uses the honor point system in which each letter grade has a numerical value. Each grade is given the following point value, which is defined as "Honor Points":

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor</td>
<td>4.0</td>
<td>3.67</td>
<td>3.33</td>
<td>3.0</td>
<td>2.67</td>
<td>2.33</td>
<td>2.0</td>
<td>1.67</td>
<td>1.33</td>
<td>1.0</td>
<td>0.67</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Each course is worth a specific number of units. Most courses at UW-Whitewater are three unit courses although some might be one unit, five units, etc.

To calculate your GPA

- Step 1 – Determine Honor Points for each class

  The Honor Points earned in a particular class are determined by:

  Final Grade multiplied by Number of Units Assigned to Class

  Example: C+ in ENG 101 (3 unit class)

  3 units X 2.33 pts. (C+) = 6.99 honor pts.

- Step 2 – Calculate GPA

  Divide Total Honor Points earned by Total Number of Units Attempted

  Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 101 (C+):</td>
<td>3 units X 2.33pts. = 6.99 honor pts.</td>
</tr>
<tr>
<td>Math 141 (B+):</td>
<td>4 units X 3.33pts. = 13.32 honor pts.</td>
</tr>
<tr>
<td>Gened 110 (C-):</td>
<td>3 units X 1.67pts. = 5.01 honor pts.</td>
</tr>
<tr>
<td>Astro 112 (A):</td>
<td>5 units X 4.0 pts. = 20 honor pts.</td>
</tr>
<tr>
<td>Pegnrl 192 (A-):</td>
<td>1 unit X 3.67 pts. = 3.67 honor pts.</td>
</tr>
<tr>
<td>TOTALS = 16 units(credits) = 48.99 Honor Points</td>
<td></td>
</tr>
</tbody>
</table>

48.99 Honor Points/16 units = 3.06 GPA
*Your grades are posted on your WINS Account. Follow this link to learn how to view your grades:* [http://www.uww.edu/registrar/tutorials/PS90docs/ViewMyGrades.pdf](http://www.uww.edu/registrar/tutorials/PS90docs/ViewMyGrades.pdf)

GPA EFFECTS FEDERAL FINANCIAL AID as well as scholarships and scholastic standing. The most recent credits and grade earned are counted when a course is repeated.

**FINANCIAL AID**

The Financial Aid Office, 130 Hyer Hall, offers financial assistance to students through grants, academic scholarships, part-time employment and low-interest government loans.

Application for financial aid requires several steps:

1. **Apply for admission and pay the application fee through the UWW Admission Office.**
2. **Complete the “Free Application for Federal Student Aid” (FAFSA) available on-line. The link:** [www.fafsa.gov](http://www.fafsa.gov)  
   For more information concerning financial aid: [http://www.uww.edu/financialaid/process/index.html](http://www.uww.edu/financialaid/process/index.html)

   You must complete and submit the FAFSA form each year.

3. **Furnish any requested academic and financial aid transcripts from previously attended schools and provide all requested documents.**

4. **If desiring academic scholarship assistance complete and return scholarship application forms** [http://www.uww.edu/financialaid/scholarships.html](http://www.uww.edu/financialaid/scholarships.html)

   You must reapply for scholarships each school year.

   In order to receive early consideration for federal sources (Federal Pell Grant, and Federal Stafford Loans) and federal campus-based aid (Federal SEOG, Federal Perkins Loan, Federal College Work Study), the FAFSA packet should be completed by March 15th.

   It is important to respond to every correspondence you receive as soon as you receive it! Often students fail to sign documents before turning them in. Carefully check over every document before you return it.

   Approximately 4 weeks after mailing in the FAFSA, you will receive several pages containing the information given when the FAFSA was filed. Check it over carefully to be sure it is correct, sign it, and turn it into the Financial Aid Office. If you are married, your spouse must sign it also.

   The Financial Aid Officer will send you an award letter notifying you of the awards for which
you qualify. It is YOUR responsibility to notify the Financial Aid Office which awards you accept. All of this can be done online. Contact the UWW Financial Aid Office at 262-472-1130 for more information.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID
Students who receive financial aid must make satisfactory academic progress toward the completion of degree requirements. For more information on this topic consult:

http://www.uww.edu/financialaid/process/academic_progress.html

WORK STUDY PROGRAM
Your financial aid package could include work-study funding. There are a number of work study positions available every semester. These positions are posted on the Student Jobline. Work study jobs are located on campus; require you to work 10-15 hours per week, and pay minimum wage or higher. The advantages of work study jobs are: you can often find a position that is in your major division or relates to your major; the work schedule can often be arranged to fit your class schedule; and it allows you to take out less in loan money. Your eligibility is determined by your FAFSA, and you must maintain satisfactory academic progress, be a US citizen, or hold a work permit/green card.

STUDENT LOANS
You may also qualify for Federal student loans. These loans may be arranged through the Financial Aid Office and include Stafford loans and Perkins Loans.

HELPFUL HINTS
Parking/Parking Permits & Meters:
If students want to park on campus, a parking permit is required for certain lots or metered parking is also available. You may obtain a parking permit and parking rules/map from Parking Services located in the Visitor Center on Starin Road.
The best time to find a parking place on campus is before 7:30 a.m. If you are coming to campus later than that, allow plenty of time to find a parking space.
BOOKS
The university provides basic textbooks for undergraduate students on a rental basis. The rental cost is included in your tuition. Textbook rental is located in the basement of the UWW bookstore (Moraine Hall) on Starin Road. Textbook rental is open year round with extended hours at the beginning and end of each semester. You will need to bring a copy of your class schedule listing your professor’s name and your Hawkcard to pick up your books. Note: You may need to purchase some supplemental books and supplies.

BUILDINGS AND CLASSROOMS
Once you have your schedule of courses and before courses begin, take a tour of the campus to locate the buildings where you will have your classes. You can obtain Campus maps from the Visitor Center on Starin Road. If you plan to drive to campus, find several alternate parking lots in case your first choice is full. Next, locate the buildings and classrooms, this will make your first day less stressful and it can also be a fun family activity.

ACADEMIC ALTERNATIVES
Some Non-Traditional students find it difficult to take classes during the day or to come to the UWW campus; other students want to accelerate their coursework. How long it takes to get a degree depends upon the person and the curriculum requirements. If you are starting as a freshman with four or more years of school ahead, set intermediate goals such as becoming a sophomore; earning the equivalent of an Associate of Arts (2 years); accumulating enough hours for a salary increase, etc. Some evening classes are available.

POSITIVE HINTS FOR ACADEMIC SUCCESS
1. Before classes begin, take a tour of the campus. A list of building names and abbreviations is in the current class schedule and also in the front of the student directory. Locate the buildings where you will have classes, walk to the buildings, and then find your classrooms. Becoming more familiar with the campus will make your first day less stressful.
2. Attend class regularly! Notify your instructor if you must miss class. Most instructors have attendance policies regarding missing classes. Poor attendance can affect your final grade. Show
him/her that you are interested in making up the missed material and that you will get notes from a classmate.

3. Keep current with reading assignments and papers. Take good notes.

4. Show enthusiasm and interest in class. Participate in class discussions, but do not dominate the discussions.

5. Know your academic advisor and be sure he/she has an opportunity to get to know you.

6. If you do not know, ASK. If after asking you still do not understand, stay after class and talk with the instructor or make an appointment to meet with him/her during office hours.

7. Become familiar with computers. Most occupations require familiarity with computers and word processing programs. There are several computer labs on campus which are for student use.

8. Type all reports and papers. If an instructor has trouble reading your paper, it can affect your grade. Typed papers make a better presentation.

9. Budget your time wisely. Develop a schedule that includes all “regular” activities such as classes, a part-time job, meals, and family. Reserve time for sleep, exercise, and recreation. Take short breaks. You need and deserve them. Set priorities including learning to say “No”.

10. Choose a quiet, well-lit place to study, free of distractions. This may seem impossible with a family, but you may be able to trade child care with another student or you may want to plan some time to go to the library

   a. If possible, study when you are most alert.
   b. Do your homework as soon as possible after attending class while the material is still fresh in your mind.
   c. Rotate the order you study so that you don’t always study the same subject late at night when you are the most tired and least able to learn.
   d. Schedule some open study time that can be used for whatever is most urgent.
   e. Use time between classes to study.

11. Always carry a book and/or class notes with you. Then, if you are waiting to pick up kids or waiting for an appointment, you can get in a few minutes of study.

12. Become familiar with the library. Ask for help. The librarians are happy to assist you in finding materials. Use them as source people. The computers have step-by-step instructions for looking up references, books, journal articles and other materials.
13. Learn to manage stress. The University Health and Counseling Services have biofeedback available to students, as well as counselors on staff to assist you in managing the stress in your life.

SUPPORT SERVICES AVAILABLE TO STUDENTS

ACADEMIC ADVISING
Advising is the most effective when it is viewed as an on-going process in which students and advisors work as partners. Advisors will assist you with the transition to college and assist in developing an educational plan consistent with your personal values, interests and abilities. http://www.uww.edu/advising/aaec/

ACADEMIC SUPPORT CENTER
The Academic Support Center is located in the lowest level of McCutchan Hall. They offer one-to-one or group study sessions in courses across the curriculum. Subjects include Math, Writing, Study Skills, Computer skills, and preparation for the PPST and Praxis II exams. Cyber tutoring is also available for commuter and online students. http://www.uww.edu/acadsupport/tutorial/

CAREER AND LEADERSHIP DEVELOPMENT CENTER
It is located at the University Center 146, assists students in determining career paths through individual career assessment and counseling, provides professional development training on job search skills such as resume preparation, interviewing techniques, and dressing for success in the workplace, sponsors etiquette dinners, maintains an electronic resume database, and brings employers to campus for interview opportunities. http://www.uww.edu/cld/

CHILDREN’S CENTER
It is located on campus in the Roseman Building. The Center provides a high quality early childhood environment for children of UWW students, faculty, and the surrounding community. In addition, the Center serves as a practicum and observation site for UWW students training to be early childhood and early childhood special education teachers. http://www.uww.edu/childrenscenter/
COMPUTER LABS: There are computer labs available for student use across campus. Black and white printing is free; however there is a small charge for color printing.

TIME MANAGEMENT TIPS:
1. Set priorities including learning to say “No” so that you have study time.
2. Make a schedule, whether daily or weekly, experiment to find what works best for you.
3. Plan when you will study for each class and write this into your schedule. Be specific. For example, 7:30-8:30a.m.write “reading psychology” in your planner.
4. Scheduling tips:
   a. Study when you are most alert
   b. Do homework as soon after class as possible so problems are fresh in your mind.
   c. Once a week rapidly review notes taken since your last exam.
   d. Read your text

YOU AND YOUR FAMILY:
If you feel your spouse, family, parents, or friends are not supportive of you begin college; step back and try to consider their view. They may be feeling threatened with the idea of you changing and what that change will mean for them. It is important to discuss this decision with your family; talking will help decrease your family’s fears. Returning to school is a huge decision; one that should not be done without carefully weighing all options. Let your family participate as much as possible in your new endeavor. This can be a perfect opportunity to let others feel important and needed. Develop a schedule with your family for household chores, coordinating schedules, “family time” activities, etc. Being successful in school is important; however it shouldn’t become so important that you neglect your family. Make sure when coming up with a schedule that you devote time for your family.

Family Preparation on my "To Do" list before returning to school
The amount of family prep to do before classes start depends on several key issues:
1. How many children are there in the family and how old are the children?
2. Is your spouse willing to cooperate and help with household chores, meals, etc.?
3. What kind of support do you have from family, friends, and neighbors?
Here are some practical tips to get your family prepared for you to go back to school:

1. Children:
   - If possible, schedule your classes around their school day. You should be in school while they are in school.
   - Talk to other parents or family members: Ask if they would be a backup just in case you cannot pick up your child from school on time one day.
   - Young children love games. Make "Mommy/Daddy is going back to school" a game with your children. Show them your backpack and books. That will give them a little better understanding that you are in school, too.
   - Take your children on a field trip to your school. Show them all the "cool" places you go, like the library, the student center, etc.
   - Let your children's teachers know you are a student, too. They'll cut you some slack with Parent-Teacher Conferences, etc.
   - Don't forget to spend some quality time with your children. Take a Saturday to just go to the park and enjoy the swings!

2. Spouse:
   - Communication: make sure to talk about expectations - what you need from each other during your time in school. Don’t be afraid to spell it out.
   - If your spouse is not willing to or cannot cooperate (he travels a lot for his job), you'll need to learn time management. Do a load of laundry while you're eating dinner. Enlist the children to help dust, vacuum, etc. Plan menus a week in advance so your older children can help with dinner, too.
   - If your spouse is helping and not complaining too much, make sure you take him out to dinner as a way to say "Thanks for your support. I really appreciate you!"

3. Animals:
   - Designate a child to care for the animals on a weekly basis - this will also help to teach them responsibility.
• Taking the dogs for a walk is a good way to work off the stress that comes with having to study for a major exam, write a 30-page term paper, etc. Take advantage of the down time and the exercise!
• Don't forget to water your plants before you leave in the morning!

IMPORTANT OFFICES
Financial billing, refund, and payment information
The Help Desk staff provides telephone support for many computer hardware and software issues.
How to apply for grant, loans, and scholarships, cost of attendance, and student employment
HawkCard Office – 250 University Center – 262-472-1437 http://uc.uww.edu/hawkcard/
Your HawkCard serves as your all in one campus identification card, meal plan, library, purple point debit card, and much more.
Registrar’s Office - 2032 Roseman – 262-472-1570 http://www.uww.edu/registrar/
The Registrar’s Office maintains all academic records, class schedules and catalog, transcripts, veterans’ benefits and graduation.

One important source of help at UW-Whitewater is Lynn Smith, the full-time adult student coordinator dedicated to serving the needs of nontraditional students. Whether you simply need to know where to begin, or are unsure of your next step, Lynn is here to help you. Contact Lynn at Smithlm11@uww.edu or 262-472-1619 for an appointment. Her office is located in 2017 Roseman.

Welcome to The University of Wisconsin-Whitewater and have a wonderful year!