

## UW-Whitewater, Student Financial Services

### Multiple Campus Request Form

To request concurrent enrollment, completed and submit this form and additional required documents listed below, to the UW-W Student Financial Services Office at [sfs@uww.edu](mailto:sfs@uww.edu). Be sure to keep a copy of the information you have submitted for your records. Please allow up to fourteen (14) business days for review and processing.

#### Additional Required Documents

1. Copy of transcript showing course enrollment from primary institution
2. Copy of student account/bill from primary institution showing fees assessed and payments made
3. Transfer Credit Agreement from primary institution (*optional, if completed*)

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**FIRST & LAST NAME** (*formal name listed on official records*): \_\_\_\_\_

**UW-W STUDENT ID:** \_\_\_\_\_

**UW-W CAMPUS EMAIL:** \_\_\_\_\_

**MULTIPLE CAMPUS ENROLLMENT REQUESTED TERM:**      Fall                  Spring                  Year: \_\_\_\_\_

**ACADEMIC CAREER:**                  Undergraduate                  Graduate

**PRIMARY INSTITUTION CAMPUS NAME** (*degree-seeking school*): \_\_\_\_\_

Number of Enrolled Credits at Primary Institution: \_\_\_\_\_

**UW-Whitewater (Secondary Institution Campus):**

Number of Multiple Campus Enrollment Credits Requested: \_\_\_\_\_

Multiple Campus Enrollment Course Information (*department, course number, credits, etc.*)

**Why are you requesting to take this course at UW-Whitewater?**

*I confirm the information included on this form and additional documents has been reviewed and is accurate.*

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## UW-Whitewater, Student Financial Services

### Multiple Campus Request

Multiple Campus enrollment, often referred to as concurrent enrollment or dual enrollment, is the practice of allowing a student to be enrolled in two academic institutions during the same academic session. According to UW System policy, residency credit taken by students enrolled at more than one UW System institution will be combined in order to determine the tuition assessment.

#### Definitions

**Primary Institution.** The UW-affiliated campus where student is seeking degree.

**Secondary Institution.** The UW-affiliated campus where student is seeking multiple campus enrollment.

#### Undergraduate Tuition and Fees

In accordance with [UW System Administrative Policy 805](#), credits taken by students enrolled at more than one UW System institution shall be combined in order to determine their tuition assessment. Tuition will be assessed at resident or nonresident rates depending upon the residency classification of the student.

- If the undergraduate full-time status (12 through 18 credits per [Regent Policy Document 32-4](#)) is achieved at the primary institution, no additional tuition will be assessed by the second institution unless the total credits exceed 18 credits.
- If full-time status is **not** achieved at the primary institution, the second institution will charge the per-credit rate until the credit plateau is reached.
- Students are responsible for special tuition courses, service-based pricing courses, and/or course fees.

#### Graduate Tuition and Fees

Credits taken by graduate students enrolled at more than one UW System institution or campus may be combined in order to determine their full-time status and tuition and segregated fee assessment.

- If full-time status (9 credits) is achieved at the primary institution, no additional fees will be assessed by the second institution.
- If full-time status is **not** achieved at the primary institution, the second will charge the per-credit rate until the full-time plateau is reached.
- Students are responsible for special tuition courses, service-based pricing courses, and/or course fees.

#### Additional Information

**Minimum On-Campus Credits.** Taking a course through a campus other than the student's primary institution or branch campus may impact your ability to meet the primary institution's minimum on-campus credit requirements. Contact your primary institution's Registrar for more information.

**Transferring.** Student will be able to transfer between all UW-System institutions, so long as the institution's admissions requirements are completed. If a course is offered at the primary institution, enrollment for the course should be at the primary institution. Contact your primary institution's Admissions Office for more information.

**Refunds.** Withdrawals and refunds shall be handled by the institution that received the tuition and fees in accordance with its rules and policies. Refunds may not exceed amounts paid.