ROTC - COLLABORATIVE PROGRAM
APPLICATION & REGISTRATION INSTRUCTIONS
(Revised December 14, 2022)

STEP 1:

1. Complete the Collaborative Program Application and submit it to the Edgewood College Registrar's Office by:
   - <u>July 1</u> for Fall courses
   - <u>December 1</u> for Spring courses
   - $100 late fee for all late applications. Applications will not be accepted after the first day of the Edgewood Semester for which you are applying.

2. Once approved, your Edgewood schedule will reflect your participation in the Collaborative program. You will receive a confirmation email from the Registrar's Office with directions on how to apply to UW's Adult Career & Special Student Services office.

3. Prior to the start of the term, UW will notify new Collaborative students of acceptance via email. Prior to enrollment, both new and returning Collaborative students will receive an email from the UW with enrollment information. It is very important that you provide accurate contact information on your application.

<u>Note that your Collaborative Program application does not guarantee your enrollment at UW; enrollment depends on whether the UW course you apply to take is open at the time of your enrollment.</u>

STEP 2:
ENROLLING IN YOUR UW COURSE

Collaborative Program applicants are classified as "Special" students by the UW and are eligible to enroll a few days prior to the start of the UW semester. The specific date is posted on the UW Registrar's Office website. View UW course offerings at: https://public.enroll.wisc.edu/search

To enroll for your class at UW-Madison follow the instructions that UW-Madison emails you.

- <u>You must enroll for the course that was approved on your Collaborative Program Application form</u>. If this course is closed or you want to enroll in a different course, you must get the new course approved by your advisor and the Registrar's Office. If you are not enrolled in your approved course at the UW, you will be responsible for all tuition and related course fees.

- You must enroll for the approved course at UW by the published deadline date to avoid being dropped from the course at Edgewood.

- By signing the enclosed Transcript Release form, you are authorizing the Edgewood Registrar's Office to request copies of your transcript from UW-Madison. Transcripts are requested twice: once to verify enrollment in the approved UW course and again when grades are posted.

- Your final grade at Edgewood will be temporarily recorded as 'NR' (not reported). This will be updated approximately 2-3 weeks after the semester ends when your final grade is received from UW-Madison. The grade for your UW course will be recorded on your transcript and calculated into your Edgewood GPA.

TUITION PAYMENT

Do not pay tuition at UW-Madison for your course when you receive a bill. The Registrar's Office at Edgewood will authorize payment for your course by Edgewood directly with the UW Bursar's Office. **Authorization of payment occurs only if you are enrolled for your approved course.** You may receive one or more statements from the UW Bursar's Office before they post Edgewood's payment to your records. This is due to a delay in their third-party billing process. Check with the Edgewood Registrar's Office if you are concerned about the bill you received.

DROPPING YOUR UW COURSE

Should you need to drop your course, you **must drop it at both UW-Madison and Edgewood College**. If you drop the course after the UW's 100% refund period, you will be responsible for the payment of the remaining tuition and fees.

If you have any questions, contact the Edgewood College Registrar's Office at 663-3256.

KEEP THIS SHEET FOR YOUR INFORMATION

ROTC - COLLABORATIVE PROGRAM APPLICATION (Revised November 2, 2022)

Complete **both** **pages** of this application and return it to the Academic Dean's Office by:

        * July 1 for Fall semester registration   *** December 1 for Spring semester registration**

$100 late fee for all late applications. Applications will not be accepted after the first day of the Edgewood semester.

You may search the University of Wisconsin-Madison timetable at http://registrar.wisc.edu/schedule_of_classes_students.htm

Approved applications will be forwarded to Adult Career & Special Student Services at UW Madison. Enrollment instructions will be sent to you from UW Madison 1-2 weeks before the beginning of the UW semester.

Name _____   Edgewood ID# _____

Term/year you are applying for: Fall _____   Spring _____

Are you in good academic standing (i.e., GPA 2.0 or more)? ☐ YES   ☐ NO

What is your class?   ☐ Freshman   ☐ Junior   *Note: This program is not open to RAAD,*

                ☐ Sophomore   ☐ Senior   *Graduate, or Non-Degree students*

How many credits will you enroll in next semester (including the UW course)? _____

Course Number & Title (from UW timetable or catalog):

DEPT: _____NUMBER:_____TITLE:_____
    Example: ART HIST   *411*   *Topics in Asian Art*

DEPT: _____NUMBER:_____TITLE:_____
    Example: ART HIST   *411*   *Topics in Asian Art*

Total number of credits: _____ (Cannot exceed 5)

I understand that any change in the UW course or credits must have the written approval of the Associate Academic Dean of Edgewood College. I understand that if I drop this course after the 100% refund period at the UW, I will be responsible for the payment of the remaining tuition and fees. I authorize the University of Wisconsin to release the grade for this course to the Registrar of Edgewood College.

_____
     SIGNATURE OF STUDENT   DATE

I recommend that the above named student be authorized to register in the course listed above at the University of Wisconsin.

_____
     DIR. OF MIL. & VET. SERVICES   DATE

For Administrative Use Only:

The above named student has satisfied all financial obligations to Edgewood College.

_____
     BUSINESS OFFICE   DATE

I authorize the above named student to register in the course listed above at the University of Wisconsin.

☐ $100 late fee   _____
                         ASSOCIATE ACADEMIC DEAN   DATE