

# Directed Study: School Psychology: Get on Board!

## SPY 796 Section 742

UW-La Crosse Graduate Credit Application Form  
1 credit fee - \$100

- Complete the following registration form
  - Include payment
- See page 2 for 'UW System Online Application' information **TIME SENSITIVE!!**

First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name : \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Form of \$100 Payment (Circle One): There is a 2.75% fee added on to all credit/debit card payments.**

**VISA NOT ACCEPTED**

Mastercard    American Express    Discover    Diners Club    Check Enclosed

Card #: \_\_\_\_\_ Exp/Date: \_\_\_\_\_

Verification Code: \_\_\_\_\_ (3 numbers on back of card)

Cardholder's Signature \_\_\_\_\_

Print Name of Cardholder: \_\_\_\_\_

**Return this form along with appropriate payment information or check for \$100 made payable to UW-La Crosse to: Karen Hansen, 264 Morris Hall, 1725 State Street, La Crosse, WI 54601 or call Karen Hansen at 608-785-6513 (toll free: 866-895-9233, Ext. 3) to register using your credit card or fax registration to 608-785-6560.**

**PLEASE FOLLOW THE DIRECTIONS ON THE NEXT PAGE TO APPLY ONLINE TO UW SYSTEM  
TIME SENSITIVE!**

# **UWL-Continuing Education and Extension Credit Courses**

## **Application/Registration/Grading Information**

### **Effective 2011 - 2012**

All participants who wish to earn academic credit must have an active application on file at the University and be registered for the course. Please follow these steps to ensure you earn credit for the coursework you complete.

**1) Online application, 2) your signature on the course attendance sheet on the first day of class with your 3) payment to UWL handed to the instructor - are required for course registration.**

**Must you submit an application for admission?**

**DO NOT SUBMIT an application if:**

- If taking a **fall 2011** class and previously completed a summer 2011 or spring 2011 class;
- If taking a **spring 2012** class and previously completed a fall 2011 class;
- If taking a **summer 2012** class and previously completed a spring 2012 class.

**SUBMIT an application if:**

- ***You do not fall into any of the above categories. Contact Karen Hansen in Continuing Education & Extension at (608) 785-6513 for application assistance if needed.***

**Applying for admission:**

1. **Submit** online applications prior to the start of the course when possible.
2. **Access** the UW System Electronic Application at [www.apply.wisconsin.edu](http://www.apply.wisconsin.edu).
3. **Create** a username and password if *you are a first time user of the online application*.
4. **Keep** your UW System online application username and password in a safe location to use later.  
***Completing the application for the first time will take approximately 30 minutes and will make it easy to submit additional applications for future terms using your original username and password. Applicants will be required to answer several questions to ensure their application is complete. Questions about the years income taxes were paid, driver's license history, and years voted in elections are required to determine residency for tuition purposes. Please make sure to review your personal information each time you submit an application for admission.***
5. **Contact** the UW System Higher Education Location Program (HELP) Office if you need assistance completing the electronic application via phone at (800) 442-6459, Monday through Thursday 8:00 a.m. – 6:00 p.m. and Friday 8:00 a.m. – 4:30 p.m.
6. **Carefully answer initial application questions to ensure appropriate type of app is submitted:**
  - Applying To” = **UW-La Crosse**
  - Reason for Applying” = **(IS THIS A GRAD COURSE OR AN UG COURSE?? – PLEASE SECURE CORRECT LEVEL!! )** Visitor/guest at the graduate level for **GRADUATE** credit  
= Visitor/guest at the undergraduate level for **UNDERGRADUATE** credit
  - Applying As” = **Continuing Education & Extension**
  - Term” = **Term and year** you will attend! **GENERALLY** they are the following:  
**September – December dates = fall course (NOTE: some fall courses begin mid August)**  
**January – May dates = spring course (NOTE: some summer courses begin mid May)**  
**May – August dates = summer course (NOTE: some fall courses begin mid August)**  
**Contact Karen Hansen in Continuing Education & Extension Office at (608) 785-6513 if you are unsure of the term for your class.**
  - Course and section number are **not required**; disregard.

## UW-La Crosse WINGS Student Center Web Page

All UW-La Crosse students have access to their WINGS Student Center to view grades and order transcripts. **If you are not taking a course through your school district contract agreement you will also register on WINGS.** A username and password are required to access the WINGS Student Center at <https://wings.uwlax.edu>

- Students enrolled at UW-La Crosse since spring 2009 have already received a username (UW-L student ID number) and password.
- Individuals not enrolled at UW-La Crosse since spring 2009 will receive their WINGS Student Center username (UW-L student ID number) and password via e-mail from the Admissions Office shortly after they apply for admission. The e-mail will be sent to the e-mail address submitted on the application for admission. (Contact Karen Hansen at (608) 785-6513 if you have lost your username and password.)
- Keep your WINGS Student Center username and password in a convenient, but secure, location as you will use this often.

### **Instructions to Find Grade in “WINGS”:**

1. Go to: <https://wings.uwlax.edu> WINGS Sign In Page
2. Username: Enter Your student ID#  
*(If you do not know your student id#, please contact Karen Hansen at 608-785-6513)*  
Enter Password: *If you are a current student and forgot your password, click “Password Recovery” and it will be sent to you.*  
*If you have never set up a password, you need to contact our Information Technology Department at 608-785-8774.*
3. Student Center box – locate the drop down menu inside this box that says “other academic...” and choose the ‘GRADES’ option.
4. Choose the semester that you want and your grades will appear.

*If you need assistance with this process, please call our IT Department at 608-785-8774.*

### **Final Tips:**

- Submit your online application for admission (if required) prior to the start of the course to ensure you will be able to earn academic credit.
- **Keep your UW System Electronic Application username and password** in a safe location so you can save time when completing a future application.
- **Keep your UW-La Crosse WINGS Student Center username and password** in a safe location so you can view your grades and order transcripts.
- **If the ONLINE APPLICATION system asks for a course number, course name, a narrative on why you want to attend UWL or for payment...PLEASE DISREGARD!!!**