

**GEEO Summer 2017:**  
**“Bring the World into Your Classroom”**

UW-La Crosse Credit Registration Form

Trip Dates: June 13-August 17, 2017

Deadline for all student work: December 1<sup>st</sup>, 2017

*EDS 500, section 727--3 credits (\$600)*

**DEADLINE: June 1, 2017**

*UW-La Crosse online admission application, credit course registration form and payment must all be received by deadline. Online application instructions are found on the next page.*

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

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

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

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

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

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

**Form of Payment (Choose One):**

**Cash                  Check                  Online Payment**

Return this form along with appropriate payment information or check made payable to

UW-La Crosse to:

UW-La Crosse  
Continuing Education  
264 Morris Hall  
1725 State Street  
La Crosse, WI 54601.

*If choosing to pay online with a credit card or electronic check, you **must** complete this payment online through your student WINGS center. Late fees will accrue if payment is not made in a timely manner. Please follow the instructions on page 3.*

**\*\*The ability to withdrawal from a course is determined by the UWL drop/add calendar. Participants must contact course instructor AND Briana Meuer at [bmeuer@uwlax.edu](mailto:bmeuer@uwlax.edu) by June 20<sup>th</sup> initiate the process. Failure to contact Continuing Education may result in inability to withdrawal from a course resulting in a failing ‘F’ grade or failure to receive a refund.**

**Students who wish to transfer this credit must confirm in advance that the credit will be accepted by their degree granting program. No refunds will be made on the basis of inability to transfer credit.**

## UWL-Continuing Education/Extension Credit Courses

### Online Application Information

*Effective 2015-2016*

Participants who wish to earn academic credit must be a current or recent student at UW-L to register for a course.

Registering for a course requires completion of:

1. Admission to UW-L using the Online Admission Application
2. Signing a course attendance sheet or completing a registration form on the first day of class
3. UW-L tuition payment

### When to submit an application for admission

DO NOT SUBMIT an Online Admission Application if taking a:

- **Summer 2017 class and previously completed a spring 2017 class**

SUBMIT an Online Admission Application if:

- You do not fall into any of the above categories.

### Applying for admission:

1. Complete the [Online Admission Application](https://apply.wisconsin.edu) or <https://apply.wisconsin.edu>. If you have not completed this application before, you must create a login. If you have completed this application before, but do not remember your login, please contact the UW HELP: **UW HELP: 1.800.442.6459** or [eapp@learn.uwsa.edu](mailto:eapp@learn.uwsa.edu) for assistance.
  - a. Carefully answer initial application questions to ensure appropriate application is submitted:
    - **Applying To:** UW-La Crosse
    - **Are you taking this course for GRAD credit? Reason for Applying?**  
- Graduate courses for personal/professional enrichment
    - **Applying As:** Continuing Education and Extension
    - **Term:** Summer 2016
  - b. For the campus specific form, you will most likely want to enter the following:
    - **Are you currently enrolled at or have you previously attended UW-La Crosse?:** No and you can skip the next few boxes up until Summer Only.
    - **Summer Only:** Check that box
    - **I'm intending to take a course in the following school/college:** Education
    - **I'm intending to take the following course(s):** EDS 500, section 710
    - **Please indicate your educational goal(s):** Professional or personal enhancement
    - **Do you plan to teach?:** Yes
    - **Campus from which you expect to graduate:** UW-La Crosse
    - **Applicant Statement:** Leave blank
  - c. At some point in the form it will ask you when first registered to vote and received a driver's license. You can put in an estimate so don't worry about accuracy.
2. Applicants are required to answer questions about income tax, driver's license history and years voted in elections in order to ensure their application is complete. These questions may not apply to applicants but are required. Please make sure to review your personal information each time you submit an application for admission.

3. **PLEASE DISREGARD** application questions regarding:
  - a. Payment
  - b. Course number or course name
  - c. Narrative on why you want to attend UW-L
  
4. On the final page, a box will pop up asking you to review and submit your application. You must scroll to the bottom of the page to click the final 'Submit' button. You will receive a confirmation number upon successful submission

## Making a Credit/Debit Card or Electronic Check Payment:

1. Go to UW-L Webpage: <http://www2.uwlax.edu/>
2. In drop down box on the UW-L homepage, select Wings. You are now on the WINGS log-in page
3. Follow the instructions below to log into WINGS and make a payment
  - **Enrolling at UW-L for the first time?**

Your WINGS Student Center username (UW-L Student ID Number) and password was sent to the **e-mail address listed on your UW-L admission application.**

    - Change your WINGS password to something you will remember by following the left menu link **“Change My Password”** once you are logged into WINGS, or go to: <https://secure.uwlax.edu/wingspassword/>.
  - **Returning UW-L student?**

Your WINGS Student Center username (UW-L student ID Number) and password was sent to you at the time of your first admission.

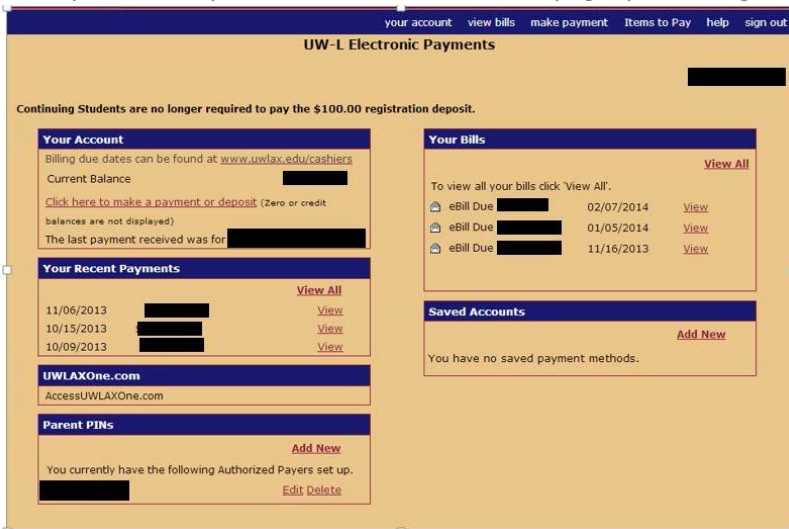
    - Click on the following link to obtain your UWL Student ID Number: <https://secure.uwlax.edu/studentid/>
    - Once you have your UW-L student ID number, you will find password assistance here: <https://secure.uwlax.edu/password/> -choose the Recover Your Password option and follow the instructions.

The WINGS page is divided into two blocks. In the Upper Left Corner is the small MENU. On the Right side of page are two columns that consist of your STUDENT CENTER. Look here for the column labelled: Finances. It will look like



this:

You now have three options: Make a Deposit/Payment, View my Bill or Grant Access to View/Pay Bill. Click on the Make a Deposit/Payment link; you are at the CashNet homepage (processing center for all La Crosse payments). It will look like



this:

**Make a Deposit/Payment:** Click the **“Make Payment”** on the top of the screen. This will take you to the Electronic Payments Screen. **You may not have a current balance listed, but should enter the specific amount and complete the payment process to avoid any late fees.** On the Right Hand side of screen: Click **“Pay Student Bill”** in the categories box. In the middle of the next screen, **“Amount to Pay”** will appear with a blank box. There type the **TOTAL** for the class, **DEPOSIT** or **OTHER**. Enter the correct amount and select **“Add to Items to Pay”**. On the next screen select **“checkout”** to do so. Select payment format: credit/debit card or an electronic check. Select your option; CashNet will take you through the payment process. You will receive a confirmation email with transaction receipt if your payment is successfully processed.

FAQ:

### ***How do I know which bill to pay?***

Double check the due date located on the right of the eBill. **You may not have a current balance listed, but should enter the specific amount and complete the payment process to avoid any late fees.** If you have any questions, contact Briana Meuer at [608-785-6513](tel:608-785-6513).

### ***I need to cancel a payment.***

Contact the Cashiers Office at 608-785-8719 immediately if you wish to cancel a payment made through this site. Payment may only be cancelled depending on when the payment was made and when you contacted the Cashiers Office. Cancelled payments made by a credit card may be subject reserve funds from your available credit by the credit card issuer. If this occurs, the credit card issuer will automatically release the hold on those funds within a few days. For more information, call the phone number on the back of your credit card.

For more questions, use the help option in the options bar within CashNet.

### **Accessing Grade Reports**

Access grade reports and order transcripts through [WINGS](#) Student Center using a valid UW-L username and password. There is no expiration time to access grades as long as you have a valid UW-L username and password.

- Locate the “Academics” tab at top of screen and click on the drop down menu.
- Locate “Other Academic” and select the “Grades” option
- Click the blue circle icon to open the next page
- Choose the semester that you want, click Continue, and your grades will be displayed

In the same dropdown menu you will find links to:

- View an unofficial transcript
- Order an official transcript

### **Forgot student ID number/Password:**

1. Click on the following link to obtain your UWL Student ID Number: <https://secure.uwlax.edu/studentid/>
2. Once you have your UW-L student ID number, you will find password assistance here: <https://secure.uwlax.edu/password/> -choose the Recover Your Password option and follow the instructions.

For application assistance contact: Briana Meuer, Continuing Education, 608.785.6513.