Montessori Conference: Children with Special Needs and Montessori Environments

Winter Intersession 2018

UW-La Crosse Credit Course Option Registration Form

1 graduate credit: $220

******DEADLINE***UW-La Crosse online admission application, credit course registration form and payment must all be received by January 13th, 2018***

First name: _____ Middle Initial: __ Last Name: _____

Maiden Name: _____ (required)

Complete Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (_____)_____ Home Phone: (____)_____

Fax: _____ Email: _____

Form of Payment (Circle 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
ATTN: Briana Meuer
220B Morris Hall
1725 State Street
La Crosse, WI 54601.

Or email to: bmeuer@uwlax.edu

- ***There is a 2.75% processing fee for debit/credit card transactions through WINGS, there is no fee for electronic check payments through WINGS. If completing payment online through student WINGS account follow instructions on 3rd page. For additional questions, contact Briana Meuer at bmeuer@uwlax.edu.***

Last date to withdraw from course is Friday, January 19th. You must contact Briana Meuer at bmeuer@uwlax.edu and the instructor to initiate the withdrawal. Failure to do so may result in the inability to withdraw, resulting in a 'F' grade. Only withdrawals initiated before the deadline date of January 19th will be eligible for a 100% refund.

To transfer this credit to another program, students 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 Instructions

Effective 2016

When to submit an application for admission

Did you enroll in a UWL course in the fall 2017 semester?

- If yes, do not complete the online application.
- If no, please follow instructions below on how to complete the online application.

Applying for admission:

1. Go to: Online Admission Application 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 Line: 1.800.442.6459 for assistance. It will be easier to complete the application if you are logged into your previous account as the website has your information saved. Please note: this username and password are unique to this online application form.
    a. Carefully answer initial application questions to ensure appropriate application is submitted:
        - **Applying To:** UW-La Crosse
        - **Reason for Applying?**
          - Graduate courses for personal/professional enrichment
          - Undergraduate courses for personal/professional enrichment
        - **Applying As**: Continuing Education and Extension
        - **Term:** Semester & year you will attend
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. Essay/Personal Statement on why you want to attend UW-L
4. At the end, click 'Final Check for Errors'. If no errors are found sign and submit the application. You will receive a confirmation number upon successful submission.

Last date to withdraw from course is Friday, January 19th. You must contact Briana Meuer at bmeuer@uwlax.edu and the instructor to initiate the withdrawal. Failure to do so may result in the inability to withdraw, resulting in a 'F' grade. Only withdrawals initiated before the deadline date of January 19th will be eligible for a 100% refund.

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.
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).

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.

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.