



## Summer Professional Development for Teachers June 15–August 3, 2020

**Tuition: \$456 per course**

Please indicate which course/section you are enrolling:

**EDS 500 section 700 Awareness and Creativity – 3 credits**

**EDS 500 section 701 Movement and Health – 3 credits**

First name:

Middle Initial:

Last Name:

Previous name(s) used on school records:

Address:

City:

State:

Zip:

Daytime Phone:

Home Phone:

Fax:

Email:

The UWL Extended Learning team is working remotely; please return this form via email to Briana Meuer: [bmeuer@uwlax.edu](mailto:bmeuer@uwlax.edu).

Course tuition will be charged to your student account, which can be accessed and paid through WINGS—UWL’s Student Information System. Instructions are provide on page 3 of this document.

Please contact Briana Meuer with questions: [bmeuer@uwlax.edu](mailto:bmeuer@uwlax.edu).

# UWL-Extended Learning Credit Courses Online Application Instructions

*Effective 2020*

## When to submit an application for admission

### Did you enroll in a UWL course in the spring 2020 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](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 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.

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

Students can make a payment through WINGS using a credit/debit card or electronic check. There is a 2.75% processing fee for debit/credit card payments. There is no processing fee for electronic payments. The last date to withdraw is June 19<sup>th</sup>. If an Extended Learning student is enrolled in one course and decides to withdraw, this is considered a withdrawal from the university. There is a \$50 withdrawal fee that will be applied to the student's account. If the withdrawal occurs within the timeframe allowable for a refund, the \$50 withdrawal fee will be deducted from the refund.

Go to UW-L Webpage: <https://wings.uwlax.edu/> or select WINGS from the drop down menu on the UWL homepage

### Enrolling at UW-L for the first time?

1. Your WINGS Student Center username and password was sent to the *e-mail address listed on your UW-L admission application within a few days of submitting your online application.*
2. **Need to review your UW-L Student ID Number?**  
Go to login aid at the bottom of the WINGS login page. Click on the second link or go to: <https://secure.uwlax.edu/studentid/> to obtain your UW-L Student ID Number.
3. **Need to find your Net ID?**  
First make sure you have your student ID number using the link above. Then, go to <https://www.uwlax.edu/info/password-reset/> and click the first link "Start here if you have never used your UWL NetID to access Office 365, D2L, and more" and follow the prompts to find your NetID. With this, you can now reset your password.
4. **To reset your password**, go to: <https://secure.uwlax.edu/wingspassword/> and select the Recover Your Password option to reset your password. For additional assistance contact the Eagle Help Desk at 608-785-8774.

**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. WINGS accounts are locked after 6 months, at which point, students will only be able to order an official transcript.

- 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

For application assistance contact: Briana Meuer, Extended Learning, 608.785.6513.