2021 SAA Master's Program Application Process

SUBMIT UW SYSTEM APP

Begin the SAA application process by submitting a UW System Application (http://apply.wisconsin.edu).

- Select the Student Affairs Admin in Higher Education master's program (on-campus, Fall 2021 OR online, Summer 2021; only need 1 even if interested in both)
- Include your current address, employer, and parents' address(es) to determine state residency for tuition purposes (even if you intend to join our online program, where residency doesn't determine tuition costs).
- You may upload unofficial transcripts. **SKIP** the resume, since you'll upload that later. For the personal statement, simply write: "I will submit in applicant dashboard."

RECEIVE INVITE TO WINGS STUDENT CENTER

"Wings" is our student information system. You will receive an email from UWL within a few days of submitting your UW System Application, providing you with a netID and login information to access your Wings account.

- **We do not require you to use Wings during our program application process,** but you may visit Wings to see whether your official transcripts or fees have been submitted.
- Wings is also where you eventually enroll in courses, update mailing addresses, pay bills, etc.
- Learn more at http://www.uwlax.edu/wings

RECEIVE INVITE TO APPLICANT DASHBOARD

The Applicant Dashboard is where you upload your resume, personal statement, program application, and contact information for references. You should receive another email within a few days of submitting the UW System Application inviting you to login to your Applicant Dashboard.

- Your resume should include past educational, employment, and volunteer experiences.
- Your personal statement should explain an important issue facing students in higher education right now, as well as your interest in different course formats or GA/GSI positions (if not already working in field).
- Your program application allows you to indicate whether you intend to continue existing employment in the field or seek half-time GA/GSI roles.
- Once you provide reference contact information, your references will receive an email invitation to upload a reference letter on your behalf.
- See our website for more information on each of these materials.
  Sometimes, the emails from the Applicant Dashboard are sent to junk/spam filters, so check those folders if you don't see the email.

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Transcripts: You should submit official transcripts from all post-secondary / higher education institutions you ever enrolled in. The program application you'll submit to the Applicant Dashboard asks you to report an undergraduate grade-point average (GPA) and you can upload unofficial transcripts with the UW System application. Any offer of admission is conditional upon receipt/review of all official transcripts.

Application Fee: The UW System requires a $56 application fee. However, Graduate Studies offers <u>fee waivers for those who have participated in McNair Scholars</u>, and our program also will pay the application fee for those who:

- Currently serve as Americorps Volunteers,
- Demonstrate severe financial hardship, as evidenced by their FAFSA.

Students can make note of their intention to take advantage of these grants on the program application.

Interviews: Once the program receives your resume, essay, and program application, we can begin the review process, in which current faculty members evaluate your materials and determine whether you will be invited to interview. Interviews take place virtually, either individually (for those already working in the field, or at our Virtual Visit Day (February 18, 2021). You only need to complete one academic interview to be considered for any of our master's cohorts.

We require students to work at least half-time in the field while in our program. Some meet this requirement through their current employment. Others meet the requirement by obtaining a graduate assistantship (GA) or graduate student internship (GSI). We coordinate GA/GSI interviews for candidates, based on interests shared on the program application. Interviews will be held from February 22 - March 12. We encourage you to participate in an academic program interview PRIOR to any GA/GSI interviews.

Offers of admission to the academic program include, for those not already working full-time, placement in a particular graduate assistant or graduate student intern position. Placements are made through a "match" process where each applicant ranks their preferred site after interviews, as does each employer. Matches reflect the best placement between student, employer, and faculty interests.

Additional Financial Support: While the compensation for graduate assistantships and internships is slightly higher than the cost of tuition, about 2/3 of students take out loans while in our program. Many students also receive need-based aid from the department. Incoming students should [submit a](#) [FAFSA](#) and, if eligible, apply for an [Advanced Opportunity Program](#) grant – ideally by the February 1 priority consideration date, and no later than March 1.

Offers: Although we do not require an enrollment deposit, we assume that once you accept our offer you are fully committed and will not pursue other options. This is especially true for those seeking graduate internships/assistantship positions. See [this guide](#) for more information on the nationwide April 15* resolution, which asks all programs to give students until that date to make a decision. That deadline is for programs that begin in the fall; because our online courses begin in late May, we ask students to respond to online program offers before April 15.

Call (608.785.6869), email (apply2saa@uwlax.edu), or visit our site (www.uwlax.edu/saa) to learn more.