

UW-Green Bay Education Outreach

Credit Outreach Student Handbook



UNIVERSITY *of* WISCONSIN

GREEN BAY

Connecting learning to life

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For questions, please contact our office:

Division of Outreach and Adult Access

Cofrin Library Plaza, Suite 206

2420 Nicolet Drive, Green Bay WI 54311-7001

920-465-2480 or 1-800-621-2313

Email: educationoutreach@uwgb.edu

Website: www.uwgb.edu/educationoutreach

Outreach office hours are Monday – Friday,
7:45 a.m. to 4:30 p.m.

Admission

Students who want to take selected courses for credit but do not have the immediate intention of earning a degree at UW-Green Bay may enroll as special students. A special student is considered to be a non-matriculated student but may earn regular credit that will be recorded on a permanent record for possible future use. The only requirement for this status is a baccalaureate degree from an accredited institution (required to take a graduate course) or graduation from a recognized high school (required to take an undergraduate course). The student certifies this status during each registration process. Neither a graduate school application nor transcript is required. However, students who intend to pursue a master's degree should apply as a "Graduate Regular" student with the Graduate Office, preferably during their first semester. This is important because an excessive number of electives may not be applicable to degree requirements if matriculated status is sought at some time in the future.

Applicability of Credit Outreach Courses

The applicability of Credit Outreach courses to a degree program depends on institutional policies, requirements of specific programs, and/or an adviser's approval of the candidate's total program. The credits you earn will become part of your permanent record at UW-Green Bay. If you intend to use any course in an undergraduate or graduate program at any institution, advance approval from your adviser should be obtained.

Auditing Credit Courses

Outreach graduate and undergraduate courses are closed to auditing.

Books

If a textbook is required for a course, the student will receive additional information from the Outreach Office once it is confirmed that the course is running.

Course Cancellation

Credit Outreach courses are taught contingent upon sufficient enrollment. The decision is made approximately ten days prior to the beginning date of the course. If the enrollment is low, it is possible the course will be cancelled. Register early to increase the chance that the class you want will be held. We reserve the right to cancel a course due to insufficient enrollment; in this case a full refund will be given.

Course Confirmation

You will receive an acknowledgement of registration several days after you submit your completed registration. More information will be sent approximately one week before the course begins. It will include dates, times, locations, textbook, parking information, and any other pertinent details necessary to know in advance of the class.

Course and Section Numbers

All credit Outreach course numbers consist of a subject abbreviation and three numbers to indicate the level e.g., EDUC 495--senior undergraduate, EDUC 695--graduate and ED & HUD 795--graduate only. List the entire abbreviation and three-digit number whenever a course number is requested. You must also list a section number that consists of three digits starting with the number seven or eight e.g., 7xx or 8xx (seven or eight and any two other digits). Course and section numbers are identified in course announcements and listings.

Course Syllabus

The course syllabus provides a summary outline for a course of study. A copy of the syllabus for a course currently offered will be mailed or emailed upon request. The syllabus for many of our current course offerings may be found online at www.uwgb.edu/educationoutreach

Fee Payment by Credit Card

MasterCard or Visa can be used to pay tuition and fees for on- and off-campus **Credit Outreach** (Section Number 7xx or 8xx) **courses only**. Credit card payments are processed through the Outreach Office.

Once payment is authorized, your application/registration is on its way to Student Services for processing and you are assured a place in class. An obligation to pay fees is in effect.

Grade Access

An unofficial transcript is mailed to your home address approximately two weeks after course grades are received from the instructor. Students may also receive a letter from the University Registrar with a login and password for accessing grade information through the UWGB online Student Information System (SIS).

For other questions regarding grades, please call the Outreach Office at 1-800-621-2313 or 920-465-2480.

Incompletes

If a student is unable to take or complete a final examination or other course work due to unusual but acceptable circumstances, he or she may contact the instructor to request an incomplete. The instructor should inform the appropriate program manager in the Office of Outreach and Extension who will work with the instructor and student to establish a new and mutually agreed upon deadline for the late work. A tentative academic action may be assigned on the basis of grades and credits received in other courses. Tentative actions are reviewed after the incomplete has been converted into a permanent grade. If no earlier deadline is specified, an incomplete must be removed no later than the last day of classes for the next semester.

Library Resources

For information regarding the Cofrin Library, research tools and services, visit our Web site at <http://www.uwgb.edu/library/>

Overload

A student who wishes to exceed the 12-graduate credit limit or the 18-undergraduate credit limit during the Fall or Spring semesters, must seek written approval for a credit overload prior to the first day of classes and before any such overload registration is attempted.

A student who wishes to exceed the 9-graduate credit limit or the 13-undergraduate credit limit during the Summer semester, must seek written approval for a credit overload prior to the first day of classes and before any such overload registration is attempted.

Parking

If you park your car on campus you will be required to display a valid UW-Green Bay parking permit. Visitors to our campus may obtain a one-day complimentary visitor's parking pass from the Parking Office located on the Main Entrance Drive.

Prerequisites and Recommended Background

Prerequisites indicate the minimum level of proficiency or background knowledge needed for successful achievement of the course objectives. Students who have not fulfilled required prerequisites will not be allowed to enroll in a course. Exceptions to prerequisites may be considered. Please contact the Outreach Office at 1-800-621-2313 or 920-465-2480 before enrolling.

Registration

Courses offered through the Office of Outreach and Extension are intended for the "non-traditional" student, unable to attend regular classes on campus during the week. Class dates, times and locations vary considerably. Please continue to visit our Web site for current information.

Choose one of four ways to register:

1. **Secure online registration:** Register online at www.uwgb.edu/educationoutreach and then click on "Register Online"
2. **Mail** completed registration form and payment to:
Division of Outreach and Adult Access
ATTN: Credit Outreach
University of Wisconsin-Green Bay
2420 Nicolet Drive
Green Bay, WI 54311-7001
3. **Fax** completed form with credit card information to (920) 465-2643.
4. **Walk-in:** You may register in person at the Division of Outreach and Adult Access, Cofrin Library Plaza, Suite 206, on the UW-Green Bay campus. Office hours are from 7:45 a.m. to 4:30 p.m., Monday through Friday. Late registration and walk-ins are strongly discouraged because you may find the class full or canceled due to insufficient enrollment. If the registration deadline has passed and you are still interested in registering, please contact us at (920) 465-2480 or toll free at 800-621-2313 to check the status of the course.

Special Assistance

Please advise us at least two weeks before the class starts if you have a disability and desire special accommodations.

Transcript Requests

Approximately two weeks after we receive the final course grades from your instructor, you will be sent an unofficial transcript to the home address listed on your UWGB Credit Outreach registration form.

Official transcripts are provided by the Office of the Registrar. For more information regarding transcript requests, please visit the following website: <http://www.uwgb.edu/registrar/transcripts/>

Transfer Credit

Each university reserves the right to evaluate transfer courses according to its own criteria. In the UW System, for example, the decision to accept or deny the courses and credits may involve the content and level of the course. The accreditation status of the previous institution or institutions attended and the quality of a student's achievement are also factors for determining course and credit transferability.

Tuition and Payment Information

Fee Obligation

Once a student has submitted the Credit Outreach Application and Registration form, an obligation to pay fees is in effect until such time as that obligation may be reduced by an official withdrawal or reduction of the credit load. If a student is withdrawn for nonpayment of fees, or withdraws voluntarily with unpaid fees, an obligation to pay fees remains in effect.

Fee Receipt

A paid fee receipt will be mailed to you if you furnish a self-addressed stamped envelope with your registration.

Tuition Information

Tuition amounts reflect the tuition for persons who qualify as a Wisconsin resident for tuition purposes. This amount does not include student activity/segregated fees that are charged for on-campus courses. Segregated fees are waived unless you are enrolled on campus during the same semester/session.

If you enroll for **on-campus** courses **AND** **off-campus** courses during the same semester, you will be required to pay on-campus fees for all courses.

Distance Education (Internet) Course Fees

- a. Segregated fees do not apply to Internet classes.
- b. The tuition for an Internet course is the same fee for in-state, out-of-state, and international participants.
- c. A student will be charged tuition for Internet courses regardless of any other tuition charge they incur for a semester.

Payment by School District or other Agency

If your school district or other agency will be paying your fees, a purchase order or letter (on business stationery from your school district or agency) authorizing UW-Green Bay to invoice the amount of your fees must accompany your application/registration.

Residency

All students are expected to register and pay fees for the correct credit total and at the appropriate residency status rates.

If you have not resided in the state of Wisconsin (for other than educational purposes) for at least one year prior to the beginning date of your course work, you may be a non-resident for tuition-purposes. If either of the following statements applies to your situation, please call the Registrar's Office before submitting your credit outreach application/registration forms.

1. If you are a resident of Minnesota, you may be eligible for Minnesota resident tuition under the Minnesota-Wisconsin reciprocity agreement.
2. If you or your spouse recently moved to Wisconsin to accept full-time employment, you may be eligible for Wisconsin resident tuition before the 12-month residency requirement has been met.

If you have any questions regarding residency, please call the Registrar's Office at 920-465-2065.

Withdrawals, Refunds, and Fee Obligations
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A student who desires to withdraw from all academic course work at any time after completing registration must officially withdraw. This can be accomplished by calling the Outreach Office between the hours of 7:45 a.m. and 4:30 p.m., Monday-Friday at 920-465-2480 or 1-800-621-2313. The effective date for any withdrawal or course drop will be the date that the phone call is received. Confirmation of your drop or withdrawal will be sent via email. Non-attendance of classes does not constitute an official withdrawal or course drop. Please refer to the Refund Schedule for Drops, Withdrawal, or Cancellation of Registration on the next page to determine your fee obligation, or call the Outreach Office at 920-465-2480. Once a student has submitted the Credit Outreach Application and Registration form or registered online, an obligation to pay fees is in effect until such time as that obligation may be reduced by an official withdrawal or reduction of the credit load. If a student is withdrawn for nonpayment of fees, or withdraws voluntarily with unpaid fees, an obligation to pay fees remains in effect.

Refund Schedule - for Drops, Withdrawal, or Cancellation of Registration

(The withdrawal penalty is in addition to percents noted)

Course Length		Before Week 1	Week 1	Week 2	Week 3	Week 4	Week 5+
12+ weeks	Tuition & Fees Refund:	100%	100%	100%	50%	50%	None
	Withdrawal Penalty:	\$0	\$50	\$100	\$0	\$0	\$0
8 - 11 weeks	Tuition & Fees Refund:	100%	100%	50%	25%	None	None
	Withdrawal Penalty:	\$0	\$50	\$0	\$0	\$0	\$0
5 - 7 weeks	Tuition & Fees Refund:	100%	100%	50%	None	None	None
	Withdrawal Penalty:	\$0	\$50	\$0	\$0	\$0	\$0
3 - 4 weeks	Tuition & Fees Refund:	100%	100%	25%	None	None	
	Withdrawal Penalty:	\$0	\$50	\$0	\$0	\$0	
2 weeks	Tuition & Fees Refund:	100%	100%	None			
	Withdrawal Penalty:	\$0	\$50	\$0			
1 week	Tuition & Fees Refund:	100%	None				
	Withdrawal Penalty:	\$0	\$0				

To **DROP** one or more classes, but remain enrolled in other classes for a semester; refer to the Tuition & Fee Refund percentage above.

To **WITHDRAW** you are dropping **ALL** classes in a semester. For example; taking 12+ week courses and withdrawing in week 1, you will have a 100% tuition refund and a \$50 withdrawal penalty. In week 2, again 100% of tuition is refunded, with a \$100 withdrawal penalty. In week 3 & 4, you will receive a refund of 50% (owing 50%) with no withdrawal penalty. By week 5 there is no refund, all tuition and fees are due.

How a Week is Defined: A week begins on Day 1 of your course and is seven consecutive days.

Questions: If you have any other questions, please call the Outreach Office at 920-465-2480 or 1-800-621-2313 or email us at educationoutreach@uwgb.edu

Office hours are Monday through Friday, 7:45 a.m. – 4:30 p.m.

Thank you for allowing UW-Green Bay to serve you!