UNIVERSITY *of* WISCONSIN
GREEN BAY

Registration Information

Please read carefully!

Welcome! I'm glad you have chosen to continue your education at UW-Green Bay. My name is Deanne Kusserow, and I serve as the Transfer Coordinator in the Academic Advising Office. I am available to answer any questions you have throughout the transfer process, so please feel free to contact me at (920) 465-5105 or kusserod@uwgb.edu. If you would like to meet with an advisor (optional), please call our office at (920)465-2362 to set up an appointment.

Below is important information about the registration process at UW-Green Bay. Please look it over and use UWGB's website as a tool to answer any questions that you have.

- ## STUDENT INFORMATION SYSTEM (SIS)
  The Student Information System is UWGB's online registration system. You will use SIS for registration, financial aid and billing information, checking for registration holds, etc. Once you are admitted, you will receive a Username and Password to log on to the system. You will find this information listed on the "Top Ten List" included in your admission packet. You will need to go to www.uwgb.edu/sis to log on to your account. If you need assistance in using SIS, please view the instructional videos at www.uwgb.edu/advising (click on Registration and When and How do I Register?).

- ## HOW DO MY CREDITS TRANSFER?
  After you are officially accepted, you will receive an email with your credit evaluation and instructions on how to view your progress in completing your General Education requirements. If you do not have a credit evaluation completed by your enrollment appointment contact the Registrar's Office at 920 465-5020 for assistance.

- ## WHEN DO I REGISTER FOR CLASSES?
  Priority registration, the period when current UWGB and new transfer students register, starts in November (spring registration) and April (fall registration). During this time, enrollment appointments are based on the number of credits you have earned. This date is usually posted in the last week of March/October - check your UWGB email for notification.
  To find this date:
  1. Log on to your SIS account www.uwgb.edu/sis – your username and password were sent with your acceptance packet.
  2. You will find your "Enrollment Date" on the right side of your Student Center screen. This is the first day you will be able to log on to register for classes. Click on "details" to find information on registration time.
  ****For optimal course availability - it is important to register as soon as possible.*****

- ## WHICH COURSES SHOULD I TAKE?
  When deciding which courses to enroll in, start by considering the following questions:

  1. Have you fulfilled the **English and Math Competency**?
     Log in to SIS to view your Academic Requirements (tutorial at
     http://www.uwgb.edu/advising/files/videos/howtoAcademicRequirementsTool.html)
     - If you have satisfied the basic requirements – your Academic Requirements Tool will note
       these as SATISFIED. You may need additional English/math for your major/minor. Please
       contact Academic Advising if you feel that this is inaccurate on SIS.
     - All students must satisfy the English Competency requirement by completing UWGB's Eng
       Comp 100 or 105 (or an equivalent transfer course) or by a minimum score of 25 on the
       English portion of the ACT test.
     - All students must satisfy the Math Competency requirement by completing UWGB's Math
       094 or higher (or an equivalent transfer course) or a sufficient Wisconsin Math Placement
       Test (WMPT) score. If you need to take the WMPT see
       http://www.uwgb.edu/oira/testing/admissions/.

  2. Do you need to fulfill any **General Education Requirements**?
     - You should check your *Academic Requirements* online to view your degree progress.
     - **Important note** – if you view your General Education requirements in SIS BEFORE you
       receive your credit evaluation by email, it may show that some requirements are not met,
       that have indeed been satisfied by transfer courses – these may need to be manually
       adjusted by advisors.
     - If you have completed an Associate Degree of Arts & Sciences/Liberal Arts at a UW
       College or one of the WI Tech Colleges that offer these programs – your Gen Eds will be
       complete. We will not reflect the completion of these requirements until we receive a final
       transcript with the degree posted.

  3. What do I need to take for my major/minor?
     - As a new transfer student, you have not yet officially declared a major/minor. The
       requirements for your major/minor will NOT show up in your Academic Requirements until
       you complete the declaration process. For information on the declaration process, please
       see http://www.uwgb.edu/advising/majors/how.asp.
     - You will find the requirements for each major and minor in the Undergraduate Catalog.
       You can view the catalog online at http://www.uwgb.edu/catalog/undrgrad/. Pay
       special attention to any admission requirements for your major.
     - If you have a transfer course that you believe should count towards the major, but is
       transferring in as an elective course, you will need to contact the Chair of the department.
       Be prepared to provide a course description and/or syllabus to the department
       Chairperson. You can find the appropriate contact at
       http://www.uwgb.edu/advising/advisor/who.asp
     - Be aware of UWGB's Interdisciplinary requirement.
       All students must complete an interdisciplinary major or minor. If you choose a disciplinary
       major, you must also complete an interdisciplinary major or minor. Please refer to
       http://www.uwgb.edu/catalog/undrgrad/components.htm
       for a list of majors/minors and more information about planning an academic program.

- **HOW DO I SEARCH FOR AVAILABLE COURSES?**
  Use the following search tools to find which courses are offered and their availability:

  1. Schedule of Classes - http://www.uwgb.edu/ - Click on **Current Students**, then **Schedule of Classes**
     - Use the "Basic Class Search" to view all courses offered for a particular semester.
     - Use the "Advanced Class Search" to narrow your search. You can limit your search to a particular department, open courses, day of classes, etc.

  2. Course Availability http://www.uwgb.edu/ - Click on **Academics**, then **Course Availability**
     - Allows you to search for course offerings for specific general education, major, and/or minor requirements.

  3. Student Information System (SIS) http://www.uwgb.edu/sis - you will need to log in to your account to use.
     - Click on **Enroll**. In the shaded blue area, click on the green **Search** box, then fill in the appropriate information to search for courses.
     - Another option is to click on the green **SEARCH FOR CLASSES** box on the right side of the page.

- **HOW DO I REGISTER?**

  Go to http://www.uwgb.edu/advising/index.asp and click on the "Registration" for detailed tutorials on the registration process.

Any Questions? Please call Academic Advising at (920) 465-2362, or email Deanne at kusserod@uwgb.edu.