UW Green Bay Special Student

Homework Tips Checklist for Parents

**To complete the application, go to** [**https://apply.wisconsin.edu/**](https://apply.wisconsin.edu/)



# **CREATE AN ACCOUNT**

*Click “SIGN IN AND RESUME” if you have created an*

 *account previously and proceed to next section.*

[ ]  Click “CREATE AN ACCOUNT AND GET STARTED”

[ ]  Use your SNC email

[ ]  Enter the remainder of your information and “CREATE ACCOUNT”

# **Start Application**



[ ]  Click “Start Application”

[ ]  Click “Continue”

[ ]  Click “Few Courses”

[ ]  Answer the questions as they apply to you

[ ]  Click “Undergraduate” and “Continue”

[ ]  Select “UW-Green Bay” from dropdown and “Save and Continue”

[ ]  Click “Undergraduate Special Student” and “Save and Continue”

[ ]  Select the term your UWGB course will start and click “Next”

# **Personal Information**



[ ]  Click “Save and Continue”

[ ]  Enter your basic information.

[ ]  Click “Validate”

[ ]  If information is correct and click “Save and Continue”

[ ]  Click “Add Parent/Guardian”

[ ]  Click “Save Parent/Guardian” once information is entered

[ ]  Click “Save and Continue”

[ ]  Chose Yes or No for “Are you claiming WI residency?”

[ ]  If Yes, click the “Edit Parent” and the” Edit Applicant” (if necessary) to complete the required information

[ ]  Click “Save and Continue”

# **Academic Background**



[ ]  Click ”Add High School” and choose your high school

[ ]  Answer questions about high school as they apply to you and “Save High School”

[ ]  Answer questions about your college/post-secondary experience”

[ ]  Click ”Add College”, choose SNC and any other college you have attended then click “Save College”

[ ]  Click “Save and Continue”

[ ]  Add the course you plan to take in the “Essay” and “Save and Continue”

[ ]  Click “Continue”

[ ]  Choose “I Agree” and type your signature

[ ]  Submit Application