

# Online Application Instructions

College Credit in High School (CC/HS)

***Fall 2021***



UNIVERSITY of WISCONSIN  
GREEN BAY

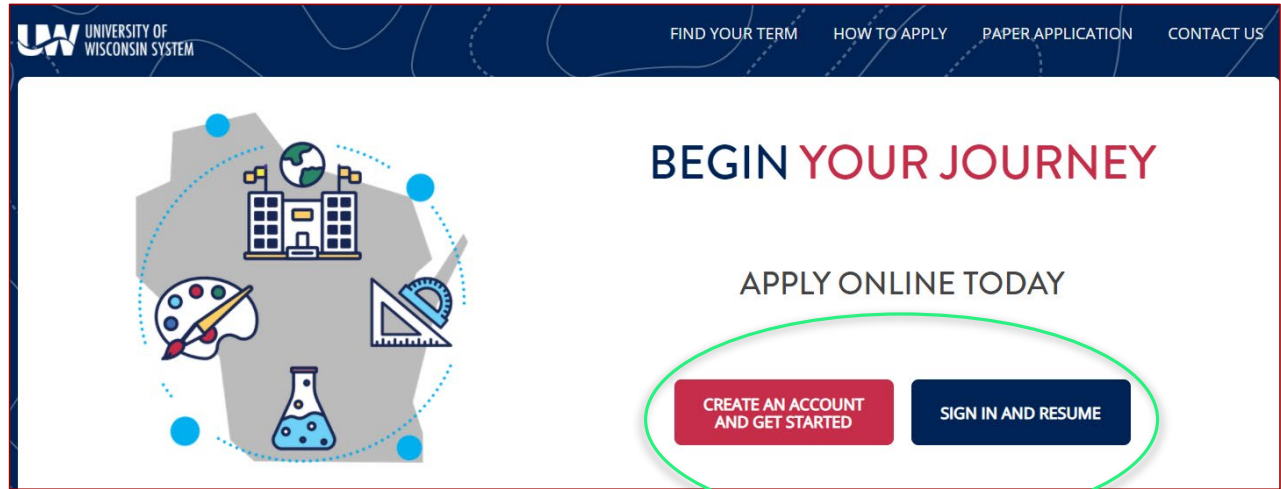
1) Go to <https://apply.wisconsin.edu/homepage> to get started

**Select:**

1. **Create an Account\*** if this is your first time submitting an application. **OR**
2. **Sign In** if you already created an account and/or submitted an application from this site.

**\*NOTE:** *When creating an account, use a personal email (parent's email is fine, too) avoid using your high school email.*

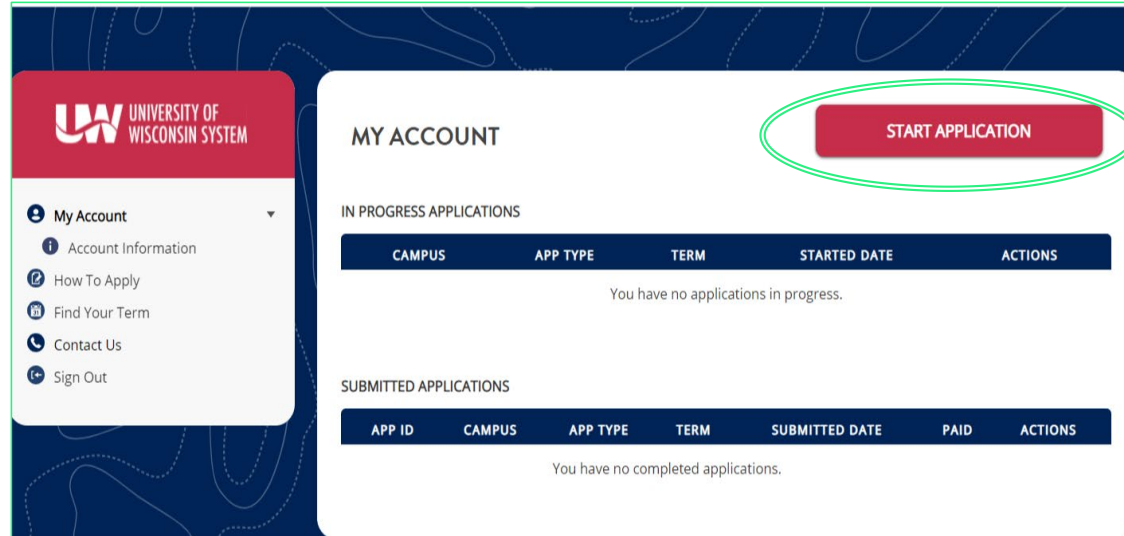
*This is the application website:*



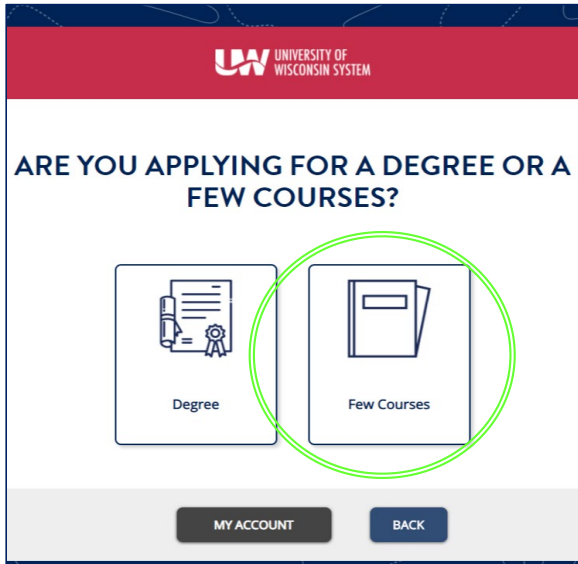
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## 2) Start Application

Take your time and carefully read the questions and follow the instructions as you work through the application. Click '**Start Application**' when you're ready.



### 3) Answer the questions as shown below:



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ARE YOU APPLYING FOR A DEGREE OR A FEW COURSES?

Two selection boxes are shown: "Degree" (with a diploma icon) and "Few Courses" (with a book icon). The "Few Courses" box is circled in green.

MY ACCOUNT BACK

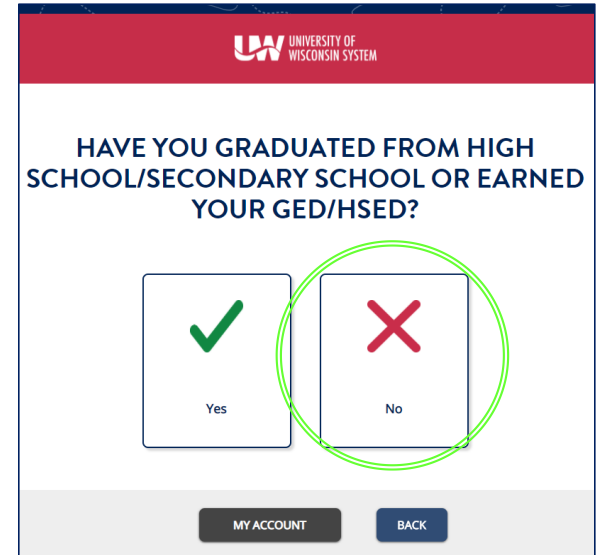


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ARE YOU A U.S. CITIZEN?

Two selection boxes are shown: "Yes" (with a map of the United States icon) and "No" (with a globe icon). A yellow box with the text "Answer accordingly" is overlaid on the "Yes" box.

MY ACCOUNT BACK



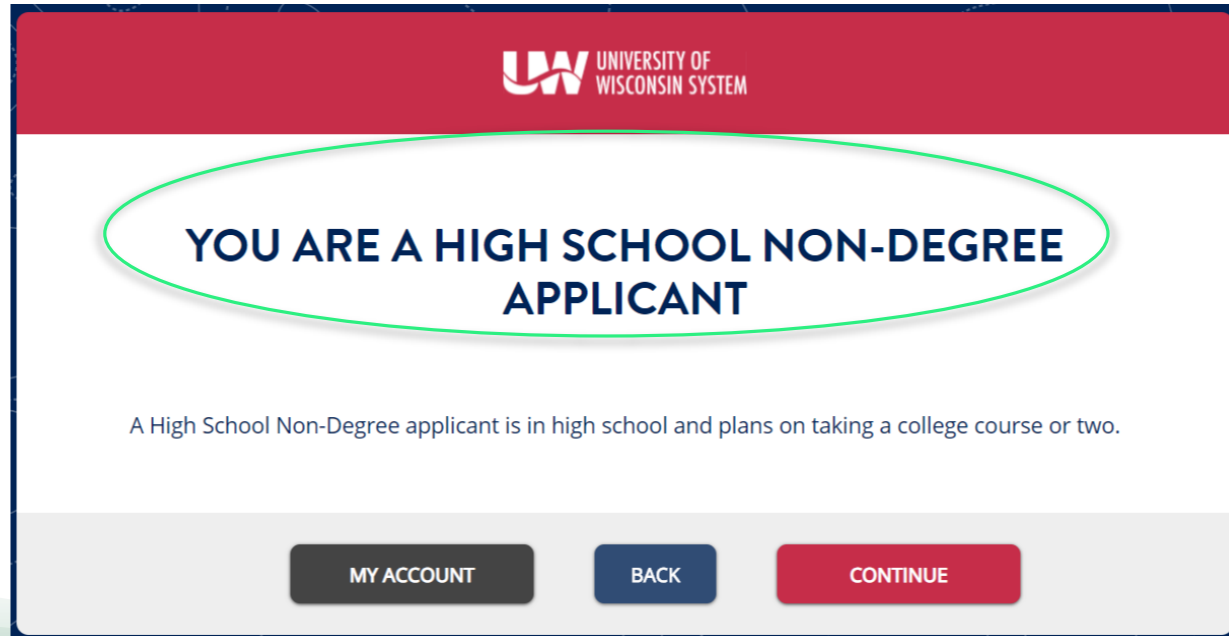
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HAVE YOU GRADUATED FROM HIGH SCHOOL/SECONDARY SCHOOL OR EARNED YOUR GED/HSED?

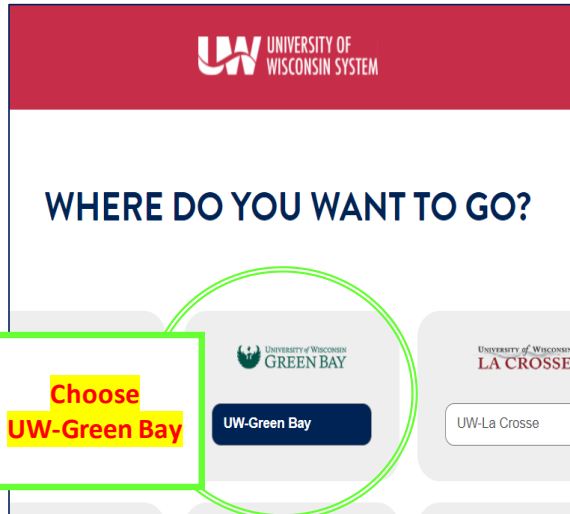
Two selection boxes are shown: "Yes" (with a green checkmark icon) and "No" (with a red X icon). The "No" box is circled in green.

MY ACCOUNT BACK

- 4) Does it show “You are a High School Non-Degree Applicant”. If yes, continue. If it shows something else, you answered something incorrectly. Go back and make sure you chose your answers correctly as noted in the previous slide.



## 5) Continue: Select the options as shown below:



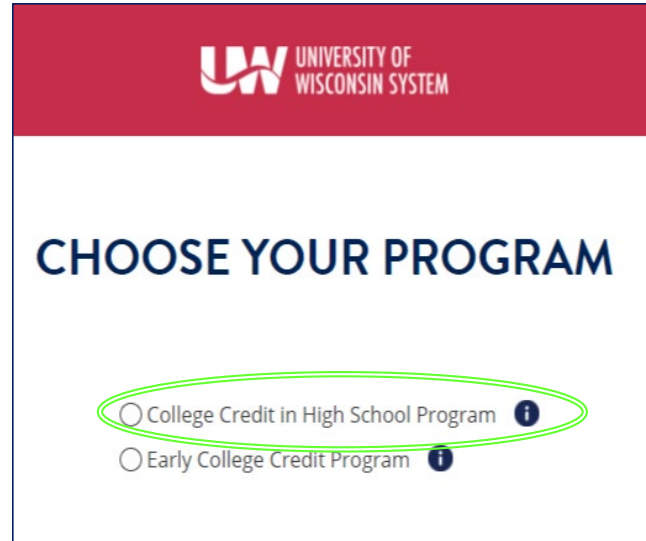
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WHERE DO YOU WANT TO GO?

Choose UW-Green Bay

UW-Green Bay

UW-La Crosse

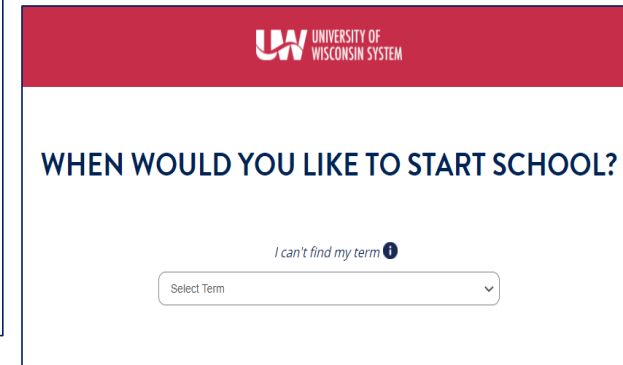


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CHOOSE YOUR PROGRAM

☐ College Credit in High School Program ⓘ

☐ Early College Credit Program ⓘ



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WHEN WOULD YOU LIKE TO START SCHOOL?

I can't find my term ⓘ

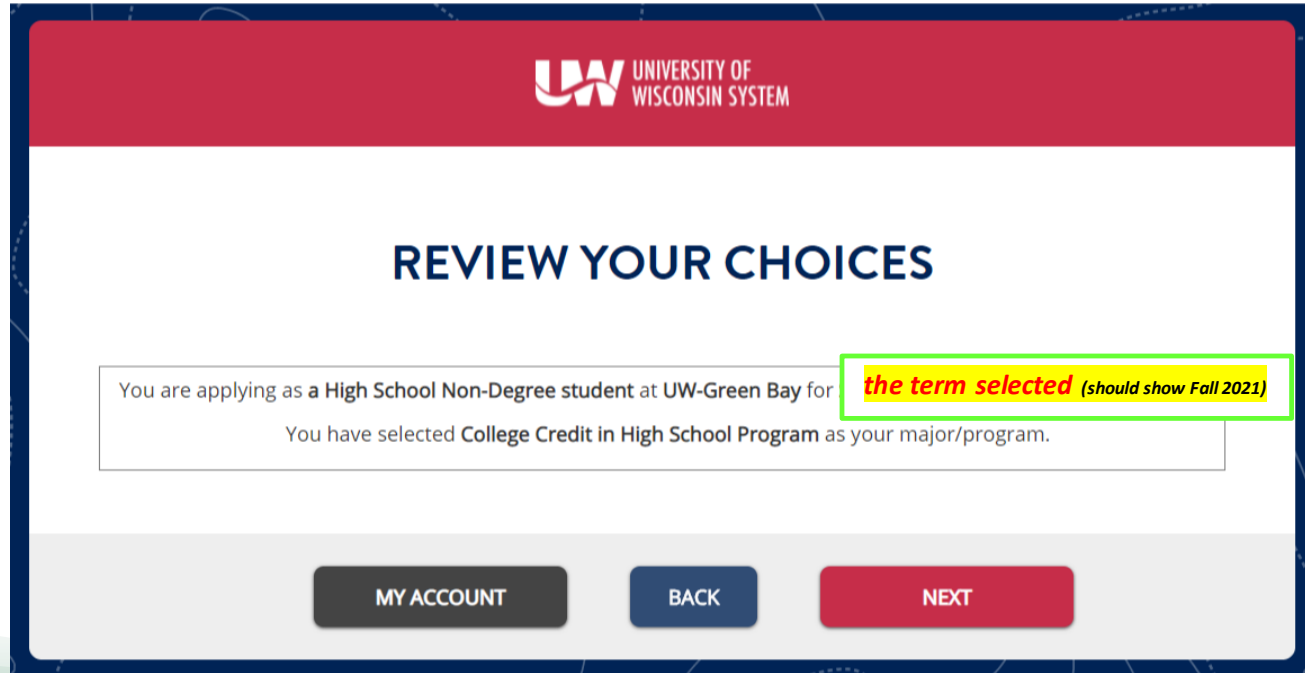
Select Term ▼

Choose the term when your course starts  
(select Fall 2021)

6) Does your summary look like this? If yes, continue.

If it shows something else, you answered something incorrectly.

Go back and make sure you chose your answers correctly as noted in the previous slide.



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## REVIEW YOUR CHOICES

You are applying as a High School Non-Degree student at UW-Green Bay for **the term selected (should show Fall 2021)**

You have selected College Credit in High School Program as your major/program.

MY ACCOUNT BACK NEXT



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7) In the sections that follow, you'll be asked to provide information about yourself, your background, and your parents/guardians. Most of it is straight forward. This and the next two slides are to help you answer questions **when you get to the sections** asking for identification, parent/guardian and residency.

**IDENTIFICATION: When asked 'Which form of identification can you provide', select only one:**

Which form of identification can you provide?

☒ Social Security Number   ☐ Tax Identification #   ☐ Do Not Want to Provide/Do Not Have

If you click this, you'll be asked for your 9-digit number

Don't worry about this--You probably don't have one of these

If you click this, you will get this message:

### Why you should provide a TIN OR SSN

You are strongly encouraged to provide a Social Security Number (SSN) or other Taxpayer Identification Number (TIN) if you have one. If you have both, enter **ONLY** your SSN. Failure to submit a SSN or TIN could have the following consequences:

- A delay in the awarding of financial aid (**NOTE: International students are not eligible for state and federal financial aid**)
- An inability to claim tax benefits on your and/or your parents' tax returns for the tuition and fees you pay to attend college; and
- If you are a U.S. citizen or a permanent resident for U.S. tax purposes, the IRS may require you to pay a \$50 penalty.

While you are not legally required to provide your SSN or TIN for the purposes of this application, you will be required to do so if you attend a UW institution and you are a U.S. citizen or a permanent resident for tax purposes.

**You don't need to worry about this. There are no tax or financial aid implications for high school dual credit students.**

**CLOSE AND ACCEPT**



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# 7) Continued – Personal Info Section Notes

## Parent/Guardian Section

**Do not “Skip Parent Section”**

**Add at least one (1) parent/  
guardian.**

### PARENT/GUARDIAN INFORMATION

The next section will ask you for information about your parent(s) or guardian(s). Here are some key points to know about this section:

- It's optional. You can skip the section using the “Skip Parent Section” button below.
- You only need to enter the number of guardians that you have information for.
- It may be used for emergency contact information.

FIRST NAME	LAST NAME	RELATIONSHIP	ADDRESS	ACTIONS
You have no parents added.				

BACK

SKIP PARENT SECTION

ADD PARENT/GUARDIAN



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# 7) Continued – Personal Info Section Notes

## Residency Section

Select 'Edit Parent' if column does not indicate 'Completed'.

*(If it does, select Save and Continue)*

**Note:** Your residency does not impact your ability to complete a CCIHS course.

### RESIDENCY

The next section will ask questions to determine if you qualify for Wisconsin resident tuition under state law. The information collected in the following sections is only used to determine your tuition rate. Learn more about qualifying for [Wisconsin residency](#).

Are you claiming Wisconsin residency to qualify for the Wisconsin resident tuition rate?

☒ Yes ☐ No

SECTION	COMPLETED	ACTIONS
Parent Questions	Completed	EDIT PARENT

#### Minnesota Reciprocity

If you believe you qualify for Minnesota tuition reciprocity, that is determined through a separate process. Learn more about qualifying for [Minnesota Reciprocity](#).

BACK

SAVE AND CONTINUE



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# 8) Academic Background

Click on 'Add High School' and select options accordingly.

- When asked for transcripts - Do not upload your transcript.
- Select NO for "would you like to use a previous file?"

## ACADEMIC BACKGROUND: HIGH SCHOOL/SECONDARY SCHOOL

In this next section you will need to supply the following pieces of information about all of your High School/Secondary Schools attended:

- Full name of your high school/secondary school
- High school/secondary school attendance dates
- High school/secondary school graduation date
- Optional: unofficial high school/secondary school transcript

TITLE	GRADUATION DATE	TRANSCRIPT	ACTIONS
You have no high school/secondary schools added.			

BACK

SAVE AND CONTINUE

ADD HIGH SCHOOL



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## 9) Holistic Background

### Essay

- You don't need to write an essay, however, something needs to be typed in the box to be able to continue.
- Type in your current high school and continue.

### ESSAY

You do not need to write any kind of essay because you are a high school student earning college credit. Type the name of your current High School in the space below and then click "Save and Continue" to proceed.

SAVE ESSAY



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# 10) Review, sign and submit your application

## SIGN YOUR APPLICATION(S)

### Application List

CAMPUS	APP TYPE	TERM	COST	ACTIONS
UW-Green Bay	High School Non-Degree (Domestic)	The term you selected (should show Fall 2021)	No Charge	

### CONFIRMATION SIGNATURE

You are ready to sign your application. Once you sign and submit your application you are not able to make changes to your submitted application(s).

I acknowledge that by providing an electronic signature, I attest to the accuracy and truthfulness of the application(s) I'm submitting. I also agree to the conditions of the UW System.

Do you agree to all of the above?

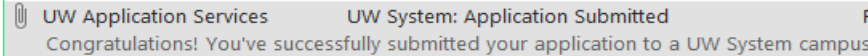
☐ I Agree

Signature



# What's next?

1. An email is sent to the email address you used to create your application account. Find the email confirming you submitted your application. It will contain a pdf attachment (as shown at right). You may need to check your spam/junk folder.



- If you don't see it, go back into your application account and check to make sure it shows your application under 'Submitted Applications'. Email [ccihhs@uwgb.edu](mailto:ccihhs@uwgb.edu) if you have any questions or need assistance.
2. Forward the email to your teacher so they know you completed this step.
  3. **The application does not register you for your course.**  
After your class starts, a representative from UW-Green Bay's CCIHS program will explain how to complete the registration process to earn the college credit.

