Online Application Instructions

College Credit in High School (CCIHS)

Spring 2022
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:
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:

- **Are you applying for a degree or a few courses?**
  - Degree
  - Few Courses

- **Are you a U.S. citizen?**
  - Yes
  - No

- **Have you graduated from high school/secondary school or earned your GED/HSED?**
  - Yes
  - No

Answer accordingly.
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:

Choose UW-Green Bay

Choose the term when your course starts (select Spring 2022)
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.
In the sections that follow, you’ll be asked to provide information about yourself, your background, and your parents/guardians. Most of it is straightforward. 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:

- 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.
7) Continued – Personal Info Section Notes

Parent/Guardian Section

Do not “Skip Parent Section”

Add at least one (1) parent/guardian.
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.
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?”
9) Holistic Background

- 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.
10) Review, sign and submit your application

There is no cost to apply

The term you selected (should show Spring 2022)
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 ccihs@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.