Early College Credit Program (ECCP) – **Electronic Application Instructions**

Students – **Please follow these directions carefully to ensure you fill out the correct application and that it is entered correctly into the system.** The following set of directions is organized by sections on the application. This is not a step-by-step document. It only includes information about questions that may be confusing for students. Please follow along on this document as you fill in the application electronically to make sure you don't miss any important directions. If you have a question please ask your school counselor or contact Tessa Tilot at tilott@uwgb.edu.

***Students who were enrolled in a Fall 2019 class, DO NOT need to fill out the application again.

Please visit https://apply.wisconsin.edu/ to begin

- If you previously created a University of Wisconsin Online Application user account, use your login information.
- If you are new user, create an account by selecting 'Register'. Use your full, legal name.
  - Write down your login information so you don't forget it.
- Once you are logged in, select 'Create a New Application'.
- Once you start an application, you can stop and go back to where you left off at a different time by using the "Save and Continue Later" option on the left side of the page.

Please make sure to follow these first steps carefully by selecting the following options:

1. High School/Secondary School/GED/HSED/Home Schooled: **Not yet completed**
2. Post-Secondary Education: Choose appropriate answer (only choose "some college courses" if you have a transcript with credits from another college or university)
3. Reason for Applying (1st spot): **Special/Non-degree**
4. Applying to: **UW-Green Bay** (even if you are not taking your course in Green Bay)
5. Are you a U.S. Citizen: Choose appropriate answer
6. Reason for Applying (2nd spot): **Early College Credit Program/High School Special**
7. Applying As: **Early College Credit Program**
8. Term: Spring 2020
9. Carefully check the summary. It should look similar to this example:

Summary:	
High School/Secondary School/Equivalent:	**Not yet completed (no high school diploma/HSED/GED yet)**
Post-Secondary Education:	**No college courses**
Primary Reason for Applying:	**Special/Non-degree**
Applying to:	**UW-Green Bay**
U.S. Citizen:	**Yes**
U.S. Visa Type:	*not applicable*
Will apply for student visa:	*not applicable*
Reason for Applying:	**Early College Credit Program/High School Special (on University campus o**
Applying As:	**Early College Credit Program**
Term:	

Please review the above information and ensure that it is correct before continuing.

Based on the above answers, you will fill out the following application:

Green Bay, Special

Select "Continue" to prepare your application and proceed.

<< Previous   Continue >>

All ECCP students must have:

✓ Special/Non-degree as primary reason for Applying.

✓ UW-Green Bay as the campus, regardless of where you are taking your course

✓ "Early College Credit Program" as the reason for applying.

✓ "Green Bay, Special" as the application type.

The following directions are organized according to the application categories on your screen. <u>These are not step-by-step instructions. These are sections that may be confusing. Information is provided to help you navigate through them</u>. Skipping sections or omitting information may lead to your application not being processed.

Campus Specific-

1. I'm intending to take the following courses:
   - Type in the class(es) that you are interested in taking. The classes you type in this box will not interfere with your ability to register for other classes or if you change your mind.
2. Campus from which you expect to graduate:
   - Select the campus if you know. If not, you can select 'not listed' or 'unknown'.
3. Applicant's Statement:
   - No need to complete. You can leave this section blank.

Personal Information-

4. Legal Name:
   - Legal First – use your full, legal name
   - Preferred First – <u>Only</u> put in a preferred first name if you choose to go by another name other than your legal name. This name will appear in the system. Most students choose only to put in their legal name.
5. Social Security Number (SSN):
   - Students need to enter their SSN for tax purposes.

Address-

6. Applicant's Personal Email Address:
   - Students should use a permanent email address that can be used after the student has graduated from high school. <u>Please do not use your high school email address</u>.
7. Permanent Home Address:
   - Lived Here Since: An approximate date is allowed. If it's been your whole life, you can use your birthday.

High School -

8. <u>Enter courses that will be completed this year.</u>

Higher Education-

9. Enter courses that you have taken for college credit. Do not include AP or IB classes. If you haven't taken any college credit classes, choose "I have no institutions of higher education to report".

Residency for Tuition Determination-

10. Please fill out this information as it applies to your residency.

Residency: Applicant-

11. Have you filed a Wisconsin state income tax return:
    - This question is asking if you, personally, have filed an income tax return, not as a dependent with your parents.
12. I am listed as a dependent on U.S. income tax forms of:
    - You will probably need to ask your parents this question. If your parents are married, you will most likely be a dependent of both of them.

Residency: Employment-

13. Choose "I have no employment history to report" on the top of the page.

Application Submission-

Select: Perform final check for errors. Correct any errors that come up until you get the "Congratulations! No errors were found on your application" message. Finally, complete the electronic signature by filling out all of the requested information and choose "Sign and submit the application" on the bottom of the screen.

You should receive a confirmation email after your application is submitted. Please ask your school counselor to send transcripts to eccp@uwgb.edu.