



## HIGH SCHOOL SPECIAL STUDENT ADMISSIONS AND ENROLLMENT PROCEDURES

**The program for high school special students is an opportunity for qualified Wisconsin high school students to participate in courses offered at the University of Wisconsin Fox Valley if they do not qualify for the youth options program.**

**APPLICATION MATERIALS – Please submit all materials by the last Friday of June for the fall semester and by the last Friday of November for the spring semester.**

**MAIL** the following materials to Ted DuFour, Student Services, University of Wisconsin-Fox Valley, 1478 Midway Road, Menasha, WI 54952

- Application (submit electronically)
- HS Transcript (mailed from HS)
- Permission and release form (mailed from HS)

### **Application/Registration Process**

When the file is complete, the school will receive a letter confirming admission and information on orientation and registration.

### **Fee and Billing Process**

The student/family will responsible for payment of a \$100 enrollment deposit prior to registering and then all course fees by the end of the second week of classes of each semester. Textbooks are purchased separately from the bookstore.

### **Withdrawals**

Student/family will be billed a \$100 withdrawal fee if a student withdraws any time between registration and the second week of classes.

Withdrawal or drop after second week of classes will require payment of 50% of class fees.

Withdrawal or drop after fourth week of classes will require payment of 100% of class fees.

Students must talk to the HS special advisor at UW Fox if they need to drop/withdraw. Non-attendance does not constitute withdrawal.

### **Grades**

UW Fox Valley does not mail grades. Students will be assigned a PRISM (student record system) account, with which they can check grades, etc. Grading policies can be found on pages 33-36 of our catalog. Online at <http://www.uwc.edu/academics/catalog.asp>

**We look forward to serving you and your student. Have a great semester.**

05/09/08

1478 Midway Road at University Drive, Menasha, Wisconsin 54952  
Telephone (920) 832-2620 Website: <http://www.uwfoxvalley.uwc.edu>