



UNIVERSITY OF WISCONSIN

Fox Valley

Look Closer

Your Future is Here!

Summer Session 2011

Get ahead in your studies or catch up if you're behind! Take a summer course with us! UWFox offers students high quality instruction with costs among the lowest in the UW System. Our students benefit from close student-faculty interaction. There are many classes and several summer sessions to choose from to fit your schedule.

For information about admissions, registration, financial aid, veteran's affairs, student employment, and academic planning; contact Student Services.

Email: foxinfo@uwc.edu

(920) 832-2620

Student Services

1478 Midway Rd.

Menasha, WI 54952

Summer Session Information

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Admissions

All students except UWFox students continuing from the preceding semester must complete an application prior to registration. Application forms and registration materials for summer session may be obtained at the following web site: www.apply.wisconsin.edu

Registration

Registration for new students

Registration for Summer Session courses will begin on **March 1**. Students who register early will have the best choice of courses. Students can register online through the PRISM System. Information regarding registration will be provided at the time of admission.

Registration for continuing students

Continuing students can register beginning **March 1**. Registration will be online in the PRISM system. Continuing students should meet with an advisor to determine the best course selection for the summer.

Enrollment in all classes will be subject to space availability in the class. **UWFox reserves the right to cancel any class due to insufficient enrollment or budget restrictions.**

Summer Course Schedule and Session Dates

Courses are offered in one of five sessions with starting dates on May 26, June 10, June 17 or June 24. Sessions are three weeks, four weeks, six weeks or eight weeks long. Please see online course schedule for specific course offerings and session information. Visit our online course schedule for summer at <http://courseschedules.uwc.edu/?campus=FOX&term=1117&incOnl=true&sepOnl=true>. There will be no classes on May 30 or July 4.

Online Courses

If you plan to take **UW Colleges Online** courses to fulfill requirements at another institution or for reasons other than obtaining the UW Colleges Associate of Arts & Science degree, or if you have already been admitted to a UW Colleges campus, please visit www.online.uwc.edu for more information about registration.

Academic Policies/Regulations

A complete description of academic regulations is printed in the University of Wisconsin Colleges catalog, available in the Student Services office. The regulations provide information on class attendance, credit load, grading system, sophomore standing, auditing courses, incompletes, repeating courses, dropping/adding courses, complete withdrawals, probation, retention, suspension, honors, appeals, and other academic regulations. Several of the regulations are covered in the following section.

Adding Courses

Courses may be added according to the specific dates identified for each session in the course schedule. Classes can be added online using your PRISM account. If you wish to add a class once a session has started, a permission to enroll form must be completed and signed by the instructor. This form should be returned to the Student Services office to obtain assistance with registration. Payment is required within 24 hours of adding a class after a session has begun.

Dropping Courses

Students may drop courses online using PRISM with no grade penalty (although there may be a financial penalty) according to the following schedule:

Session	Dates	Drop Date
Session A - Three Weeks	May 26 – June 16, 2011	June 9, 2011
Session B - Six Weeks	May 26 – July 8, 2011	June 22, 2011
Session C - Six Weeks	June 17 – July 29, 2011	July 14, 2011
Session D – Eight Weeks	June 10-August 5, 2011	July 15, 2011
Session E – Four Weeks	June 24-July 22, 2011	July 13, 2011

No Show Policy

Regulations require that if you do not attend the first day in a course you will be dropped from the class roster. If this results in your not being enrolled in any class, a \$50 withdrawal fee will be assessed. Reinstatement will depend upon whether an opening exists, and if permission is received from the faculty member. You must notify the instructor before the first class session if you will be absent and wish to remain on the class roster.

Auditing Courses

A student may change from audit to credit status during the same period as allowed for adding a course and a change from credit to audit status may be done during the same period allowed for dropping a course. Some courses cannot be taken on an audit basis. Check with the Student Services office.

Withdrawal

Students wishing to withdraw from all courses may complete this transaction through their PRISM account. Students who register prior to the start of classes and then withdraw from all courses must do so by the dates listed in the Dropping Courses section above to avoid a late withdrawal fee of \$50.00. If classes have started, the deadline to withdraw is also listed in Fee Information Table (q.v.). If you are reported as a “No Show” and are withdrawn from all classes, a fee of \$50 will be assessed.

Administrative staff

Department	Contact	Telephone
Interim Campus Dean	Dr. Andy Keogh	832-2610
Associate Dean	Dr. Bill Bultman	832-2694
Assistant Campus Dean for Administrative Services	Jim Eagon	832-2613
Assistant Campus Dean for Student Services	Carla Rabe	832-2610
Assistant Director for Student Services	Mary Ann Bazile	832-2620
Business Services		832-2613
Collaborative Bachelors Degree Programs		
American Studies	Tammy Brunette	832-2633
Electrical Engineering	Jennifer Jensen	832-2854
Leadership Development	Beth Richards	832-2896
Mechanical Engineering	Jennifer Jensen	832-2854
Organizational Administration	Beth Richards	832-2896
Continuing Education	Cathy Paynter	832-2636
Library	Ane Carriveau	832-2675
Student Activities	Jeff Kuepper	832-2671
Student Services	Pat Alger	832-2620
	Rebecca Beringer	
	Ted DuFour	
	Brenda Gabrielson	
	Tina Koch	
	Brenda Rickert	
University Relations	Dave Hager	832-2611
UWFox Web Page – www.uwfox.uwc.edu		
e-mail – foxinfo@uwc.edu		

Advising

Students are encouraged to visit with an academic advisor prior to registering for summer courses. Contact a UWFox advisor today to discuss your educational plans.

Associate of Arts and Science Degree/Emphasis

The Associate of Arts and Science degree will fulfill university-wide college and school general education requirements at all UW institutions. Earning your Associate of Arts & Sciences Degree with an Emphasis enhances your overall associate degree because you have a concentration of coursework in a particular

area of study. Your advisor is able to assist you in determining which requirements for the degree will also apply to your major/minor. The University of Wisconsin Colleges Catalog which contains Associate Degree requirements can be obtained from the Student Services office or www.uwfox.uwc.edu/admreg/deginfo

Calendar and Building Hours

BUILDING HOURS (920) 832-2600 Monday-Thursday 7AM – 10 PM Friday 7 AM – 9 PM Saturday 8:30 AM – 9 PM Sunday 1 PM – 5 PM	
BOOKSTORE (920) 832-2665 May 26-Aug 27 Monday-Thursday 8:30 AM – 2 PM	LIBRARY (920) 832-2672 June 8 – July 31 Monday-Thursday 8 AM – 6 PM Friday 8 AM – 4 PM
BUSINESS SERVICES (920) 832-2613 Monday-Friday 8 AM – 4 PM	STUDENT SERVICES (920) 832-2620 Monday & Tuesday 8 AM – 7 PM Wednesday, Thursday & Friday 8 AM – 4:30 PM

Fees and Tuition

Fees for Summer Session classes are shown below and must be paid at the time of registration or on or before the dates indicated in the table below. Access to student account information is available through PRISM.

Fee Schedule

Credit	Resident Fees	Non-Resident
1	\$ 184.17	\$ 475.16
2	\$ 368.34	\$ 950.32
3	\$ 552.51	\$1,425.48
4	\$ 736.68	\$1,900.64
5	\$ 920.85	\$2,375.80
6-9	\$1,105.02	\$2,850.96
10+	\$177.83/cr	\$468.82/cr

Fees for asynchronous courses are: 3 credits, \$615; 4 credits, \$820. A \$60 non-refundable administrative fee is also assessed per course. Fees are assessed at all credit levels (including 6-9). Your seat in an online course is not secure until your online tuition is paid in full or your financial aid has been confirmed. Visit the online website www.online.uwc.edu for more information.

Questions about fees or fee payment should be addressed to the Business Services office. Questions about residence status should be referred to the Student Services office before registration.

If payment is not received by the payment due date, a late payment fee of \$50 will be assessed and full tuition will be owed unless withdrawal is made by the student during a refund period. Students will not be withdrawn for not paying fees by the payment due date.

If you decide not to attend any classes for the session(s) in which you are enrolled, you are still responsible for your fees according to the table below. You are considered to be enrolled until you officially withdraw from the university; see “No Show” policy above regarding absence from class and possible fees.

Consult the table below for important information about withdrawal fees, account balance, and refunds.

If you are enrolled at another campus of the University of Wisconsin System for summer class(es), the amount of fees may be adjusted. Contact the Business Services office for information.

<i>Session</i>	<i>\$50 withdrawal fee period (fee applied unless enrolled in later sessions)</i>	<i>Tuition Payment Deadline</i>	<i>Drop class for 100% refund (owe 0% + \$50 withdrawal fee)</i>	<i>Drop class for 50% refund (owe 50%)</i>	<i>Drop class for 25% refund (owe 75%)</i>
A 3-Week-1 May 26 – June 16	May 19 – June 1	May 26	June 1	(Does not apply)	June 8
B 6-Week-1 May 26 – July 8	May 19 – June 1	May 26	June 1	June 8	(Does not apply)
C 6-Week-4 June 17 – July 29	June 10 – June 23	June 17	June 23	July 30	(Does not apply)
D 8-Week-2 and Online June 10 – Aug 5	June 3 – June 16	June 10	June 16	June 23	June 30
E 4-Week-4 June 24 – July 22	July 17 – July 30	June 24	June 30	(Does not apply)	July 7

Financial Aid

Applicants for Summer Session financial aid must have completed and filed the 2010-11 FAFSA (Free Application for Federal Student Aid). A separate UW Colleges Application will be required. Contact the Student Services office. Students must have remaining aid eligibility from the 2010-11 academic year to receive loans or grants for the summer term. Summer Session students may be eligible for loans, work-study and grants. Students must be enrolled in a minimum of 6 credits to qualify for loans and work-study. For more information, refer to the UW Colleges Financial Aid Brochure which can be obtained at the Student Services office or the UW Colleges web site www.uwc.edu

Summer student loans will be disbursed during the first week of the first summer session a student is attending. Pell Grants will be disbursed to students who are eligible at the end of the summer term.

Placement Testing

Placement tests are required in English and mathematics and are used to determine which classes are most appropriate for you. Registration for the placement tests is required. General information about testing can be found on the UWFox website <http://www.uwfox.uwc.edu/admreg/placement.html>. You will receive information about how to sign up for testing with your admission acceptance letter. On the test day please be prompt and bring two No. 2 pencils, and if you are taking the math test, you may bring a **non-graphing calculator** with you. Results of placement tests will be provided at the time of registration. If you have earned prior college level credits in English and mathematics, you may not have to take the placement tests.

Textbooks

Textbooks are available at the University Bookstore which is located at the intersection of the main hallway and the 1300 wing. For **online** courses, please visit <http://direct.mbsbooks.com/uwcolleges.htm>

Transfer Information System

For information on transferring courses to or from another UW Campus or for information on pre-major courses offered at UWFox, visit the TIS website www.uwsa.edu/tis

Veteran's Education Benefits

Those who plan to use benefits must complete a Veterans Registration Form. This form is available from the Student Services Office or on the UWFox website <http://www.uwfox.uwc.edu>

The amount of benefits is based on the student's credit load. Please contact the School Certifying Official in regards to enrollment status for various sessions.

Eligible veterans may qualify for textbook and tuition reimbursement. If this is the first time using education benefits, please contact your County Veterans Services Officer to determine benefit eligibility.

Those who are eligible need to submit the appropriate paperwork to the School Certifying Official as soon as possible.