



Spring 2009 Schedule

POLICIES RELATED TO REGISTRATION

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Schedule of Classes

The UW-Milwaukee Schedule of Classes can be found on the Web at schedule.uwm.edu.

Course Descriptions

UW-Milwaukee course descriptions can be found on the Web at: catalog.uwm.edu.

This publication may be requested in accessible format.

Dates to Remember

Classes that meet less than the full term have different deadlines.

See "Change of Registration Deadlines" on page 9 and "Withdrawing from All Your Classes" on page 10.

November 18	Approximate date spring registration appointment times will be available on PAWS at www.paws.uwm.edu
November 24-December 12	Registration Appointment Period — Online registration and change of registration via PAWS at www.paws.uwm.edu , based on assigned appointment time
Early December	Approximate date spring fees/tuition amounts will appear on PAWS
December 1	LAST DAY to submit a complete undergraduate admission application for Spring 2009, subject to capacity limits.
December 13	Registration continues — Online registration and change of registration via PAWS at www.paws.uwm.edu
January 2	LAST DAY to register without prepayment of tuition deposit Students enrolling after January 2 must first pay \$200.00 tuition deposit before registering
January 20	Deadline for registered students to pay full fees or a minimum \$200.00 tuition deposit to hold classes. Students receiving financial aid are not required to make this payment. LAST DAY to withdraw from spring semester without charge or for full refund
January 21 – February 6	Late Registration Period – \$50.00 late registration fee in effect. Late payment fees may also apply. See "Change of Registration Deadlines" on page 9 for session-specific lines.

NOVEMBER						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
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28	29	30	31			

JANUARY						
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25	26	27	28	29	30	31

FEBRUARY						
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MARCH						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	R	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 19	Martin Luther King, Jr. Holiday – University Closed
January 26	First day of classes
January 30	Undergraduate student deadline to apply for May, 2009 graduation
February 6	LAST DAY to register late, add full-term classes, change sections, change to audit without fee penalty, change from a graded basis to audit or credit/no credit status (or vice versa) and drop full-term classes for full refund. Graduate student deadline to apply for May, 2009 graduation
February 20	LAST DAY to drop full-term classes with partial refund or withdraw without notation of "W" on academic record (withdrawal fee assessed)
March 13-22	PAWS down for upgrade
March 15-22	Spring Break – No classes
March 27	LAST DAY to drop or withdraw from full-term classes.
May 7	Last day of classes
May 8	Study Day
May 9 & 11-16	Final examination period
May 17	Graduation
May 20	Spring grades begin appearing via PAWS at www.paws.uwm.edu

Office Hours

(subject to change during holidays and semester breaks)

Enrollment Services

Information Center/ID Office (MEL 274)

REGULAR HOURS – YEAR-ROUND:

Monday	8 a.m. – 6 p.m.
Tuesday-Thursday	8 a.m. – 4:30 p.m.
Friday	10 a.m. – 2 p.m. <i>(Limited service only on Fridays from 8-10 a.m. and 2-4:30 p.m.)</i>

SPECIAL LATE HOURS:

January 27-29	Tuesday-Thursday	8 a.m. – 6 p.m.
February 3	Tuesday	8 a.m. – 6 p.m.

Undergraduate Admissions and Office of Adult and Returning Students (MEL 212)

REGULAR HOURS – YEAR-ROUND:

Monday-Tuesday	8 a.m. – 6 p.m.
Wednesday-Thursday	8 a.m. – 4:30 p.m.
Friday	10 a.m. – 2 p.m. <i>(Limited service only on Fridays from 8-10 a.m. and 2-4:30 p.m.)</i>

SPECIAL LATE HOURS:

January 28-29	Wednesday-Thursday	8 a.m. – 6 p.m.
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Graduate School (MIT 261)

REGULAR HOURS – YEAR-ROUND:

Monday	8 a.m. – 5 p.m.
Tuesday-Friday	8 a.m. – 4:30 p.m.

SPECIAL LATE HOURS:

January 27-29	Tuesday-Thursday	8 a.m. – 6 p.m.
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Bursar's Office (MIT 285/295)

REGULAR HOURS

Monday, Wednesday, Friday	8 a.m. – 4:30 p.m.
Tuesday, Thursday	9 a.m. – 4:30 p.m.

SPECIAL LATE HOURS:

January 26	Monday	8 a.m. – 6 p.m.
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Financial Aid Office

(MEL 162)

REGULAR HOURS – YEAR-ROUND:

Monday	8 a.m. – 6 p.m.
Tuesday-Friday	8 a.m. – 4:30 p.m.

SPECIAL LATE HOURS:

January 27-29	Tuesday-Thursday	8 a.m. – 6 p.m.
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Military Educational Benefits Office

(MEL 168)

REGULAR HOURS – YEAR ROUND:

Monday-Friday	8 a.m. – 4:30 p.m.
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Panther Access to Web Services

(PAWS)

Monday-Saturday	6 a.m. – 12 a.m.
Sunday	Noon – 12 a.m.

THE PAWS SYSTEM MAY NOT BE AVAILABLE ON SOME HOLIDAYS.

Holidays

ALL UWM OFFICES ARE CLOSED ON THESE HOLIDAYS (EXCEPTIONS NOTED):

November 26-30	Thanksgiving Holiday <i>(UWM offices open on November 26th and 28th.)</i>
December 24-25	Christmas Eve and Christmas Day Holidays
December 31	New Year's Eve Holiday
January 1	New Year's Day Holiday
January 19	Martin Luther King, Jr. Holiday

PAWS Availability

Monday-Saturday 6:00 a.m.-12:00 a.m.
Sunday NOON-12:00 a.m.

The PAWS registration system may not be available on some holidays.

Registration Appointment Period November 24-December 12

Watch PantherMail for notification that your spring registration appointment is available on PAWS at www.paws.uwm.edu.

You may **start** using PAWS to register or to make changes to your schedule beginning with the date/time shown in your PAWS account on the Web at: www.paws.uwm.edu.

Note:

Appointments are based on **completed** credits and do not count credits in which you are currently enrolled.

Students admitted or readmitted after November 13 may register beginning December 13.

Beginning December 13

Continuing and newly-admitted students may register online via PAWS any time the system is available.

\$

A \$50.00 late registration fee will be assessed if you register on or after January 21. Late payment fees may also apply. Students enrolling after January 2 will have to pay the initial \$200.00 of their tuition before registering.

January 26

First day of classes

PAWS Registration Basics

Student appointments for initial registration begin November 24. You may use PAWS (Panther Access to Web Services) to register online or make changes to your schedule anytime after the start time indicated in your registration appointment. Appointment times are no longer sent via email, so be sure to check on PAWS at www.paws.uwm.edu for your appointment time.

PAWS Pre-Registration Steps

1. You'll need to be admitted to UWM if you are not a continuing student. Go to apply.wisconsin.edu to apply for admission.
2. Check your registration date and time on PAWS at www.paws.uwm.edu. This is the earliest date/time you can enter the PAWS system to register. After this date/time, you can reenter the system at any time the system is available. Student appointments are scheduled by year-in-school (grads, seniors, freshmen, juniors, sophomores, special students) and total credits **completed**.
3. Be sure there are no "Holds" on your registration. You will need to clear any "Holds" or negative service indicators on your record before you'll be able to register via PAWS.
4. Check with an academic advisor. If you are in a program with mandatory advising, your advising office will need to release a service indicator to enable you to register online. See "Mandatory Advising for Undergraduates" on page 5.
5. Sign on to PAWS and complete the "User Preferences" under "Your Portfolio." Be sure to set the term for which you'll be registering.
6. Familiarize yourself with the PAWS transactions by reading "Registration Help" on the PAWS home page at www.paws.uwm.edu.

Signing on to PAWS

1. Using your preferred internet browser, type in: www.paws.uwm.edu.
2. When the PAWS login screen appears, enter your UWM ePanther ID and password.

The Registration Transaction

1. After signing on to PAWS, you should be in your "Student Center." (If your Student Center is not displayed, click "Self Service" and then click "Student Center.")
2. Select "Add a Class" under "Enrollment."

**If you have trouble connecting to PAWS,
call 414/229-4040.
Do not assume the system is down.**

3. Select the term (semester) from the drop-down menu.
4. If you are already registered for that term your schedule will be displayed along with any requests still pending
5. To add a class, follow either Step A or Step B:
 - A. Enter the 5-digit Class ID number (not the Course Number) from the online *Schedule of Classes* in the “Enter Class Nbr” field.
 - B. Click the “Search” button to go to the “Class Search” page to find a class/section. On the “Class Search” page, select a subject from the menu. Then enter the Course Number in the “Course Number” field. Leave the “Show Open Classes Only” checkbox turned on and click the “Search” button. Available sections will be displayed. If the section you want does not appear, it is closed (full) or has been cancelled. On the “Class Search Results” page, click the “Select Class” button next to the section you wish to add. If the course has more than one part (for example, a lecture with a related lab), you will be directed to select a related part. Then click “NEXT.”
6. If you wish to add additional classes, repeat the steps above. Otherwise, click the “Proceed to Step 2 of 3” button.
7. Click “Finish Enrolling.” **THIS IS CRITICAL.**
8. If your course request can be met, you will see a **Green ✓** (success) under the “Status” column. If your request cannot be met, you will see a **Red X** and an error message will be displayed. If the message states that the class is full or that you do not meet the requisites, you may wish to contact the department that is offering the class to see if they will issue you a permission number or signed “Add/Drop” form.
9. Click the “Add Another Class” button to continue adding or dropping classes.
10. When you have finished entering classes or making changes, take a final look at your schedule by clicking the “My Class Schedule” link at the bottom of the page.

Dropping a Class

1. After signing into PAWS the “Student Center” should automatically be displayed. If it is not displayed, click “Self Service” under “Menu” and then click “Student Center.”
2. Select “Drop a Class” under “Enrollment.”
3. Select the term from the drop-down menu next to “Select Term.”
4. To drop a class, place a check mark in the “Select” column by the course you wish to drop. Then click “Drop Selected Courses.” Verify the information and then click “Finish Dropping.” If the class was able to be dropped you will see a **Green ✓** (success); if the course was unable to be dropped you will see a **Red X** and an error message will be displayed.

Waiting Lists

The use of waiting lists is strictly up to the department teaching the course. Some departments use them for selected courses, and some do not use them at all. Departments also have their own policies regarding how students move from the waiting list into classes, and it may not always be on a first come/first served basis. Some departments give preference to seniors that are graduating, some to students in their own program, etc.

We still anticipate use of the “Closed Section Interest” form with a link from PAWS. With the “Closed Section Interest” form, you may indicate your desire to enroll in a “closed” (filled) course. After submitting the form online, it is recommended that you contact the department offering the course to find out how they will handle your request. For spring, the online form link is active only until January 25.

Mandatory Advising for Undergraduates

Students in the following programs **must** consult with an advisor in order to register online via PAWS.

Academic Opportunity Center Students

Contact John Dorosz to schedule an appointment, MIT 173, 414/229-4696, or email: jmdorosz@uwm.edu.

Student Support Services Program Students

Contact your Student Support Services Program advisor to schedule an appointment, MIT 135.

College of Nursing

Contact Deatra Holloway to schedule an appointment, CUN 135, 414/229-5047, or email: hdd@uwm.edu.

Other programs may require advising for specific students.

RECOMMENDED FOR REGISTRATION

New Transfer Students

It is recommended that you contact your advisor for an appointment before registering for classes. Be sure to have your “Statement of Advanced Standing” with you at that time (if you do not have one, contact the Application Processing area of Enrollment Services, MEL 212, 414/229-5932). If you do not have an advisor, contact the academic dean of the school or college in which you are admitted for assignment to one.

Avoid Late Fees – Register Early!

A \$50.00 late registration fee will be assessed if you register on or after January 21. If your payment is not received by the due date, you may be assessed a \$25.00 late payment fee.

HELP with PAWS

Contact the UITS Help Desk:

24 hours a day 414/229-4040



Student Accessibility Center

The Student Accessibility Center offers support, information, and referral services to all UWM students with disabilities.

To receive services from SAC, you must register with the center and provide early notification of any class, workshop, or other activity. For information or details, call the Student Accessibility Center at 414/229-6287 (Voice/TTY) or stop in MIT 116.

Late Registration

Late registration (for full-semester classes) is defined as registration on or after January 21. The registration date is determined by the date you register via PAWS.

Students that register on or after January 21 will be assessed a \$50.00 late registration fee and late payment fees may also apply. They must also pay the first \$200.00 toward tuition before registering.

Campus Computer Labs

For an up-to-date status on the availability of desktop computers in the Campus Computer Labs, please visit the following UWM website:

opencomputers.uwm.edu

For information regarding Campus Computer Labs location and hours of operation, please select "Campus Computer Labs" from the left-hand menu located on the screen.

As always, the University Information Technology Services (UITs) Help Desk for computer and technical assistance is available 24 hours, 7 days a week, at 414/229-4040.

Forwarding Your Email

Did you know that you can forward email from your UWM email account (PantherMail) to your preferred email address? Doing so will ensure that you receive your registration emails and other important messages sent by UWM. Go to www.panthermail.uwm.edu, click "Forward Mail," and follow the instructions for forwarding your PantherMail.



Course Restrictions

Special Grading Options

Auditing Classes (Grading Basis "AUD")

If you audit a class, you won't receive a grade or earn college credit for the class, and in most cases, you won't be expected to take exams or prepare projects or term papers. Be sure to discuss course work, attendance and course participation requirements with your instructor during the first week of class.

Classes marked with a "#" in the online *Schedule of Classes* require written consent to audit.

Classes marked with a "~" in the online *Schedule of Classes* may not be audited.

Credit/No Credit Classes (Grading Basis "CNC")

Some courses may be taken on a credit/no credit basis, rather than for a letter grade. To determine which courses may be taken for credit/no credit, consult the "Credit/No Credit Option" chart on page 23.

Honors College

If you're enrolled in the Honors College, classes marked by an "H" in the online *Schedule of Classes* may be taken for Honors credit. For information on enrolling in the program, call the Honors College Office, GAR 302, 414/229-4658.

Course Prerequisites

Many courses have prerequisites which you are expected to satisfy prior to enrollment. See "Prereq" in the departmental listings pages of the online *Schedule of Classes*.

Typical examples include a certain year-in-school (e.g. "Jr. standing"), other specific courses (e.g. "Physics 210"), a particular placement test score, admission to a particular major, or consent of the instructor.

Instructors have the right to enforce prerequisite requirements, and may deny enrollment to students that do not meet them. They may also permit exceptions.

If you do not meet the prerequisites specified for a particular course but believe that you have equivalent preparation, contact the instructor (or department) for more information.

You'll need to submit an "Add/Drop" form signed by the department to enroll in those courses for which you lack prerequisites.

Administrative Drop for Lack of Prerequisites

If you lack a course prerequisite, you may be dropped from – or required to drop – the class.

Drop the class as soon as you know you can't remain in the class. It is your responsibility to drop classes for which you don't meet published prerequisites or which you do not plan to attend.

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Don't wait for the department to drop you, as fees for dropped classes are based on the date you drop the class online via PAWS or the date your drop form is submitted to Enrollment Services, MEL 274.

Class Standing Enforcement

Class standing prerequisites will be enforced unless you obtain written permission of the instructor or the department in the "Instructor/Department Approval" box on an "Add/Drop" form.

Forms must be submitted to MEL 274 after the student's initial registration appointment time, and will be processed by Enrollment Services staff.

Loss of Credit for Courses Taken Out of Sequence

Certain courses cannot be taken out of sequence. Check the course prerequisite to find out if you'll lose credit for taking a course out of sequence.

Permission/Consent

If you receive an error message in PAWS stating that consent or permission is required for a class, you must obtain a permission number from the department offering the class or submit a signed "Add/Drop" form. Permission numbers are not valid once classes begin. At that point you must submit a signed "Add/Drop" form.

Administrative Drop for Non-Attendance

Departments have the right to enforce class attendance policies, and **may** administratively drop students that do not meet these requirements. In particular, students that fail to attend a class during the first week (or in some cases the first two weeks) may be dropped so that another student may be accommodated. Specific policies vary from department to department.

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It is your responsibility to inform yourself about and comply with any such attendance requirements or to drop the class yourself. Tuition responsibility for dropped credits resides with the student.

Contact the instructor or department for more specific information, especially if you anticipate missing any classes during the first week of the term.

Overload/Maximum Credit Load

The maximum credit load in one term:

- ▶ 18 credits (undergraduates)
- ▶ 18 credits or 3 studio courses (Peck School of the Arts undergraduates)
- ▶ 12 credits (graduates)

The fall and spring registration limit using PAWS is 18 credits for undergraduates. Students wishing to enroll in an overload must obtain approval from their school/college advising office on an "Add/Drop" form.

Approval for overload does not waive any course prerequisites or permit enrollment in closed classes.

Forms must be submitted to MEL 274 after the student's initial registration appointment time, and will be processed by Enrollment Services staff.

Maximum/Minimum Credit Load for Graduate Students

You may not register for more than 12 graduate credits in a semester or 9 graduate credits in the eight-week summer session or a total of 12 graduate credits in all sessions between the conclusion of the spring semester and the beginning of the fall semester. Audit, sport/recreation and colloquium seminar credits are not counted when determining a graduate student's credit load.

If you are taking undergraduate certification coursework, are making up deficiencies, or have exceptional circumstances resulting in special hardship, you must appeal to Graduate Student Services for permission to carry more than the maximum credit load.

If you're a doctoral student classified as a dissertator, you must be enrolled for three graduate-level credits (at the current dissertator rate) each semester until your doctoral dissertation is filed in the Golda Meir Library. Three is the minimum and the maximum number of graduate credits.

All students must be registered during the semester in which their degree is awarded.

Placement Tests

Placement tests are required for introductory courses in English and mathematics. Depending on your high school courses (and/or courses transferred from another college or university), placement may also be required for enrollment in some chemistry or foreign language courses. If placement is required, this will be noted under "Prereq" in the departmental listing pages of the online *Schedule of Classes*. Additional specific information describing placement requirements may also be found at the beginning of a department's class listing.

Most new students take required placement tests prior to their first semester in attendance. If you did not, and now find that a placement test is required for a class you wish to take, contact the UWM Testing Center at 414/229-4689 for more information.

Editing or Swapping Classes (Changing sections or grading basis/credit value)

Edit a class:

Students may edit classes that they previously registered for. This action will be useful for changing DIS or LAB sections, changing the grading basis or changing the credit value of a variable credit course. To edit classes, click on the "Edit" tab on the "My Class Schedule" page. On the "Edit Class Enrollment Option" page, select the class you wish to edit. Click the "Proceed to Step 2 of 3" button:

If this is a multi-part course:

- If you want to change DIS or LAB, select the section you wish to change to and click "Next."
- If you do not want to change the DIS or LAB, click "Next."
- If you have no other changes, click "Next."
- Review the information and click "Finish Editing."

If your course request can be met, you will see a **Green** ✓ (success) under the "Status" column. If your request cannot be met, you will see a **Red X** and an error message will be displayed.

To change a grading basis:

- If this course allows students to choose their grading basis, there will be a drop-down menu next to "Grading." Select the desired grading basis and click "Next."
- Review the information and click "Finish Editing."

To change a credit value:

- If this course allows students to change the credit value, there will be a drop-down menu next to "Units." Change the number of units and click "Next."
- Review the information and click "Finish Editing."

Swap a Class

Students may "swap classes" on PAWS as long as the "add" and/or "drop" deadlines have not passed for either class. Use "Swap" when you want to keep the class you're swapping until you're sure you can add into the other class successfully. To swap classes, click on the "Swap" tab on the "My Class Schedule" page. On the "Swap a Class" page, select the class you wish to swap under "Swap this class" and under "With this Class" enter the Class Number or use the search function. Then click the "Finish Swapping" button.

If your course request can be met, you will see a **Green** ✓ under the "Status" column. If your request cannot be met, you will see a **Red X** and an error message will be displayed. If the message states that the class is "full" or that you do not meet the requisites, you may wish to contact the department that is offering the class to see if they will issue you a Permission Number or signed "Add/Drop" form.

Changing Your Registration (Adding/Dropping Classes)

When to Add/Drop Classes Using PAWS

ADD

Add Deadline for Full-Term Classes – February 6★

- Students may add full-term classes using PAWS through February 6.

DROP

Drop Deadline for Full-Term Classes – March 27★

- Students may drop full-term classes using PAWS through March 27.
- Full-term classes dropped after February 20 will appear on your academic record with a symbol of "W."
- Drops of full-term classes after March 27 will be permitted only for extraordinary reasons not related to academic performance.
- To drop full-term classes after March 27, you must first obtain written approval from the instructor and then file an appeal with your school/college advising office (undergraduates) or with the Graduate School Student Services Office (graduate students). Such drops will be permitted only if both the instructor and the school/college approve (and not for academic reasons).

★See "Change of Registration Deadlines" on page 10 for add and drop deadlines for partial term and late-starting classes.

Enrolling in two classes that create a time conflict

Students wishing to enroll in two classes with a time overlap must obtain a signature from the instructor of one of the two classes on an "Add/Drop" form. Completed forms should be returned to MEL 274.

Enrolling in a class that places a student in overload status

Undergraduate students wishing to enroll for more than 18 credits during the fall or spring must obtain approval from their school/college advising office on an "Add/Drop" form. Approval for overload does not waive any course prerequisites or permit enrollment in a closed class.

Adding or Dropping a Class

Instructions for adding or dropping a class can be found on page 5, and are available online when you sign on to PAWS.

Change of Registration Deadlines

(Add/Drop)

This chart shows the deadlines for making changes to your schedule for grading and records purposes. This chart lists the deadlines for most sessions. Check with Registration staff for deadlines of sessions not listed. Be sure to check the specific class listings in the online *Schedule of Classes* to verify the exact dates of the classes in which you wish to enroll, as some short-term classes deviate slightly from this schedule. Call 414/229-3796 if you have questions on deadlines.

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Fees/tuition assessment is based on different deadlines, see "Fees/Tuition" on page 12.

SESSION DATES	LAST DAY TO MAKE CHANGES		
	ADD [^] CLASSES or CHANGE: sections, number of credits, to/from CNC, or to/from Audit	DROP OR WITHDRAW [⊕]	
		WITHOUT Course Transcript Notation ^①	WITH Course Transcript Notation ^②
Full-semester – January 26 - May 7	February 6	February 20	March 27 [★]
Mini-term I – January 26 - February 28	January 30	January 30	February 11 [★]
Mini-term II – March 2 - April 4	March 6	March 6	March 18 [★]
Mini-term III – April 6 - May 7	April 10	April 10	April 22 [★]
7 weeks – January 26 - March 14	January 30	January 30	February 18 [★]
7 weeks – March 23 - May 7	March 27	March 27	April 15 [★]

- ^ Some departments will not sign adds on behalf of the instructors. Check with the department in advance of the deadline. Changes to or from credit/no credit status do not require signatures up to the add deadline.
- ⊕ Some departments may enforce a shorter drop period for high-demand courses. Check with the department for specific information.
- ★ After this date, drops and withdrawals require the signature of the instructor and the school/college advising office (signatures are given on appeal only for non-academic reasons).
- ① Last day to drop classes or withdraw without courses appearing on academic record with a symbol of "W."
- ② Last day to drop classes or withdraw with courses appearing on transcript with a symbol of "W."

How do I withdraw from ALL my classes?

UW System policy specifies that proof for determining date of withdrawal rests with the student.

Failure to withdraw in writing can result in delays in updating your account and processing refunds!

Complete the following TWO steps to withdraw:

1) Drop each of your classes individually via PAWS to make those class spaces available to others. After completing the drops, use PAWS to print a copy of your schedule to retain as proof.

AND

2) Write a brief letter stating your intent to withdraw from classes (be sure to include your Campus ID number), or complete a withdrawal form.

Drop your withdrawal off at:

Enrollment Services Information Center (MEL 274)

Send it via certified mail to:

Enrollment Services
P.O. Box 729
Milwaukee, WI 53201-0729

Fax your signed withdrawal to:

Enrollment Services at 414/229-2505.
Please call 414/229-3796 to confirm receipt of your transmission.

Remember: Withdrawals will NOT be taken by telephone or via email.

Withdrawing from All Your Classes

If you will not be attending any classes at all for the semester, you **MUST** officially withdraw from the University.

When can I withdraw from all my classes?

Deadline for withdrawing without charge – January 20

Final deadline for withdrawing from full-semester classes – March 27

- See “Change of Registration Deadlines” on page 10 for withdrawal deadlines for other sessions.
- Your withdrawal becomes effective on (and fee/tuition assessment is determined by) the date it is done via PAWS, postmarked, or received in Enrollment Services (if submitted in person).
- See “Fees/Tuition Assessed for Withdrawal or Drop in Credit Load” on page 15 to determine your assessment for withdrawal.
- Withdrawals after the published deadline may be granted on appeal to your school/college advising office only for reasons other than academic difficulty.
- Withdrawal deadlines for classes that are shorter than eight weeks will be adjusted in proportion to the length of the class. See “Change of Registration Deadlines” on page 10.

Withdrawal deadlines for fee-assessment/reduction purposes are different than withdrawal deadlines for academic purposes. See “Fee/Tuition Assessed for Withdrawal or Drop in Credit Load” on page 15.



Military Call-Ups/Activation

For procedures, visit our website:

www4.uwm.edu/current_students/military_call_up.cfm

If you need further assistance, call 414/229-4876.

Fees/Tuition –

IMPORTANT INFORMATION FOR SPRING 2009

Please go to www.bfs.uwm.edu/fees/ for additional information on:

- Tuition Assessment
- Online Billing
- Financial Obligation
- Cancellation for Fee Obligation
- Installment Payment Plan and UWM Credit Agreement
- Penalties and Other Fees You May be Assessed
- Assessment or Refund for Drops/Withdrawals
- Special Categories That May Apply to You

Tuition Assessment

Tuition amounts are established through Regent action and legislative review.

You will be able to see your fee assessment and due dates on your PAWS account. From your “Student Center” page click on “Account Inquiry” to view detail or click on “View Billing Statement” to see your online statement of account. Tuition is due on the date specified on your PAWS account.

Online Billing – No Paper Bills

No paper bills will be mailed to currently enrolled students. View your PAWS account for housing, meal plan charges, and tuition and fee information.

Financial Obligation

When you register for classes or make changes to your registration using PAWS, you are making a financial commitment to UWM. If you register prior to the start of classes, you must do one of the following:

1. Pay full fees/tuition for all classes in which you enroll.

If you are only auditing classes and your full fee is less than \$200.00, that full fee is due by January 20.

OR

2. Nothing is required if you have been AWARDED AND ACCEPTED sufficient financial aid to cover your full fees/tuition and housing and meal plan charges (check on PAWS at www.paws.uwm.edu). If you have been offered financial aid insufficient to cover your full fees/tuition, you should pay the difference and sign a UWM credit agreement (see “Installment Payment Plan and UWM Credit Agreement” on page 13).

OR

3. Pay a minimum of \$200.00 by January 20 toward spring 2009 tuition plus all charges with a due date prior to January 20 and SIGN A UWM CREDIT AGREEMENT (see “Installment Payment Plan and UWM Credit Agreement” on page 13).

If you fail to satisfy this fee obligation by January 20, your classes will be cancelled and you will have to re-register during the late registration period.

In addition, when you register for classes at UWM, you are obligated to:

- ▶ **Notify Enrollment Services in writing if you decide not to attend.**
- ▶ **Pay the withdrawal fee if you withdraw later than January 20.**

Payment Options

All PAWS charges may be paid online through your PAWS account with webCheck, an electronic check payment option. No fee is charged for this option. MasterCard and American Express credit cards are also accepted. Students who choose this option are assessed a 2.5% convenience fee on all credit card payments. VISA credit cards are not accepted.

Pay by mail. Print your online billing statement and mail it with your payment to the address indicated.

Cancellation for Fee Obligation

Failure to make a financial commitment under one of the three options outlined

Fees/Tuition Dates to Remember

Early December

Approximate date spring fees appear on PAWS at www.paws.uwm.edu.

January 2

Last day to register without prepayment of \$200.00 tuition deposit. Students that do not register by **January 2** will have a Hold placed to require payment of the \$200.00 minimum tuition deposit before registering.

January 20

Deadline for students registered by **January 2** to pay full fees or a minimum \$200.00 tuition deposit to hold classes.

Last day to withdraw from the semester without charge or for full refund

January 23

Unpaid housing, meal plan charges, and tuition and fee balances will be placed on the Installment Payment Plan.

February 6

Last day to drop full-term classes for full refund (withdrawal fee assessed if dropping all classes)

February 10

Installment Payment Plan administrative fee of 1% assessed on unpaid Installment Payment Plan balance.

February 20

Last day to drop full-term classes with partial refund or withdraw without notation of “W” on academic record (fee assessed)

Financial Holds

If you have a past due financial obligation owed to the University, a Hold (negative service indicator) will be placed on your record. You will not be allowed to register or to receive a transcript, diploma, or teaching certificate until the Hold has been cleared. Any Holds placed on your record display when you log on to PAWS. PAWS will provide brief instructions for clearing a Hold, along with a location and/or phone number for questions regarding a specific Hold.

Financial Aid Dates to Remember

January 16

Spring financial aid disbursement begins.

January 21

First excess cash checks will be mailed.

May 16

Last day financial aid can be offered for spring.

Financial Aid

The Financial Aid Office will begin disbursing financial aid funds for the Spring 2009 semester on January 16, 2009.

Students should check their PAWS account after noon on January 16 to confirm that their funds have disbursed.

Excess cash checks are mailed from the Bursar's Office approximately two days after the funds are posted. First checks will be mailed January 20.

Common Causes for Delay in the Disbursement of Financial Aid

The earliest day that financial aid funds can be disbursed is 10 days before the start of the semester. To avoid any delays in the disbursement of your aid, make sure you have done all of the following, preferably no later than January 1:

- If you are not registered for the semester as an undergraduate taking 12 or more credits or as a graduate student taking 8 or more credits, notify the Financial Aid Office as to the number of credits you plan on taking. If you are waiting to see if you can add a class, do not request that your financial aid be adjusted based on part-time enrollment.
- Please read the 2008-09 Financial Aid Handbook, available online at www4.uwm.edu/financialaid to make sure you have done everything necessary to receive your aid on time.

above by January 20 will result in your class registration being cancelled for non-payment. Students must view PAWS to make sure they have no outstanding financial obligations with a due date prior to January 20. If you have past due obligations, the \$200 tuition deposit will apply to those charges first. This will result in cancellation for non-payment of the current semester.

If you are cancelled, you will have to re-register, pay the \$200 minimum payment and any fees with a due date prior to January 20, pay the \$50 late registration fee, and you will not be assured of obtaining your original classes.

Installment Payment Plan and UWM Credit Agreement

The Installment Payment Plan is available to all students that cannot pay their housing, meal plan, and tuition and fees by the due date. This plan is only available for the fall and spring semesters.

Those students wishing to take advantage of the Installment Payment Plan are required to sign the new University of Wisconsin-Milwaukee Credit Agreement. This form can be located on the Bursar website www.bfs.uwm.edu/fees/CREDITAGREEMENT.pdf.

On January 23 eligible charges will be placed on the Installment Payment Plan. On February 10 an administrative fee of 1% will be assessed on the Installment Payment Plan unpaid balance. Installments are due February 27 and March 27. View your PAWS account for exact installment due dates.

NOTE: Kenilworth Square Apartment charges are not eligible for the Installment Payment Plan.

Penalties and Other Fees You May Be Assessed

Late Payment

If your payment is not received by the fee due date, you may be assessed a \$25.00 late payment fee.

Late Registration

If you register via PAWS on or after January 21, or must re-register after cancellation, you will be assessed a \$50.00 late registration fee.

"Bad Check" Charge

A \$20.00 "bad check" charge applies to non-negotiable checks or webChecks made out to the University. If your check bounces, you will be subject to late fees and/or interest (in addition to the "bad check" charge). A Hold will also be placed on your records.

Assessment or Refund for Drops/Withdrawals

A percentage of the fees/tuition assessed is charged for withdrawal beginning January 21. Nonattendance does not constitute withdrawal. If you fail to formally withdraw (see "Withdrawing from All Your Classes" on page 11), you will be responsible for the full fees/tuition and subject to failing grades. To determine your assessment for withdrawal or reduction in credit load, see "Fees/Tuition Assessed for Withdrawal or Drop in Credit Load" on page 15.

Special Categories That May Apply to You

If you're an auditor or you're enrolled only in off-campus classes, you may not be eligible to use certain campus facilities supported by mandatory student fees. See "What are mandatory student fees" on page 15 for more information.

Auditors

Students will pay lower fees for audited credits (approximately 30% for Wisconsin residents or 50% for non-residents). But if you change from regular credit to audit after the first week of your class, you will pay regular fees.

If you are auditing classes that meet in the Klotsche Center, see "Use of Klotsche Center" on this page.

If you receive disability benefits from the Old Age Survivors Disability Insurance

(OASDI) program, you may audit without charge, provided you're enrolled exclusively for audit at all times during the term.

Residents of Wisconsin that are 60 years of age or older (as of the first day of classes of the term for which enrollment is desired) may audit classes without charge on a space-available basis, with enrollment beginning on the first day of classes of that session. Enrollment in courses as a 60 and Older Auditor is contingent upon instructor consent.

For additional information about OASDI or the 60 and Over auditing option, contact the Office of Adult and Returning Student Services (414/229-5932).

Concurrent Registration at Another UW System Campus

Students enrolled at more than one campus **may** be eligible for a fee adjustment. Contact a fee specialist at 414/229-3796.

Dissertators

Graduate students that have reached dissertator status will be assessed fees at a special rate.

Excess Credits Policy

Effective Fall 2004, a new University of Wisconsin System (UWS) policy was instituted at all UWS institutions. According to this policy, students pursuing their initial undergraduate degree(s) that have accumulated over 165 total credits (counting all credits earned at UW campuses as well as credits taken at WTCS institutions and accepted for degree credit at UWS institutions) will be assessed an additional 100% surcharge on tuition for any additional credits (your tuition will be doubled).

Minnesota-Wisconsin Reciprocity

Minnesota residents may be eligible for participation under the Minnesota-Wisconsin Reciprocity Agreement. The fees are different from the level set for Wisconsin residents. The fee which shows on your PAWS account will be calculated at the rate established under the Reciprocity Agreement.

Off-Campus

If you are enrolled in classes officially designated as "off-campus," you will be assessed a reduced fee.

Questions?

For answers to questions about any of the above categories, see "HELP with fees" on page 15.

Special Noncredit Courses

\$

Fees for English 95 and Math 90, 94, and 95 are assessed along with regular credit tuition and will be added to your total fee assessment.

Financial Aid – NEW FOR 2008-09

Paper copies of financial aid awards will no longer be mailed.

Access your PAWS account at www.paws.uwm.edu to:

- accept any loans or federal work study offered
- reduce any loan amounts offered
- decline any aid offered
- review additional information on various awards offered
- use "Request Counselor Action" to communicate with the Financial Aid office

"Ask the Panther" is a new online tool available at www.financialaid.uwm.edu. Submit your questions 24/7 and "The Panther" will be able to answer most of them immediately. Any that can't be answered immediately will be routed to a staff member who will follow up as quickly as possible.

Use of Klotsche Center **by Auditors/Non-Mandatory Student** **Fee-Paying Students**

All Auditors taking (auditing) any class held in the Klotsche Center/Pavilion will be permitted to use the Klotsche Center/Pavilion facilities during class time only. Any auditor (that is auditing a class held in the Klotsche Center/Pavilion) that wishes to use the Klotsche Center/Pavilion facilities during times other than their class time must purchase a Recreational Sports and Facilities (RSF) membership.

In order to use the Klotsche Center/Pavilion facilities, auditors, dissertators, off-campus class participants, and all other non-mandatory student fee paying students must either:

- 1) Pay, at the Bursar's office, the full mandatory student fee amount for their corresponding credit load
- or
- 2) Purchase, at the RSF Information Desk in the Klotsche Center/Pavilion, a RSF membership.

Information regarding RSF memberships and prices can be obtained by calling the RSF Information Center at 414/229-3914. Anyone with questions regarding this policy may contact Steven Mohar, Director, Department of Recreational Sports and Facilities, 414/229-3809.

Why do I need an ID card?

You must have a UWM Campus ID card to use the library and other campus facilities, to use your alpha/email account, and to obtain the UPASS (bus pass). Some departments also require an ID card for taking exams or using lab facilities. Your ID is valid as long as you enroll at UWM.

There is a charge of \$7.00 for an ID.

You'll need to show us another form of photo ID to obtain your UWM ID.

Enrollment Services' ID Office, located in MEL 274, is open additional hours during the first week of classes. See "Office Hours" on page 3.

Get your ID as early as possible. Once school begins, you may run into delays with processing due to high volume in the ID Office.

HELP with fees

- ♦ Tuition assessments
- ♦ Concurrent registrations
- ♦ Dissertator status
- ♦ Off-campus course fees

Contact:
Enrollment Services, BOL 272,
414/229-3796, 4981 or 4585

- ♦ Minnesota Reciprocity

Contact:
Enrollment Services, BOL 272,
414/229-4585 or 3796

Or write:
Minnesota Higher Education
Services Office
1450 Energy Park Dr., Suite 350
St. Paul, MN 55108-5227
800/657-3866

Or check the Web:

www.mheso.state.mn.us

- ♦ Payment or cancellation
- ♦ Installment payment plan

Contact:
Bursar's Office, MIT 285, 295
414/229-4914

Fees/Tuition Assessed for Withdrawal or Drop in Credit Load

Percentage assessments are established by the UW System Administration and the Board of Regents. For withdrawals or reduction in credit load, the following charges will be made.

Tuition is assessed for ALL credits in which the student is enrolled after the 100% refund deadline.

FULL-SEMESTER CLASSES (12 weeks and over)	DROP/WITHDRAWAL ASSESSMENT			
On or before January 20	NONE			
January 21-30	\$50.00 (for withdrawal only)			
January 31-February 6	\$100.00 (for withdrawal only)			
February 7-20	50% of fees/tuition			
After February 20	100% of fees/tuition			
SHORTER THAN FULL-SEMESTER CLASSES (11 weeks and less)	8-11 WKS.	5-7 WKS.	3-4 WKS.	2 WKS. OR LESS
By Friday before session week begins	NONE			
Through first week of session* (withdrawal or drop of all classes)	\$50.00			
During second week*	50%	75%	100%	
During third week*	75%	100%		
After third week*	100%			

* A course week ends at 4:30 p.m. on Friday.

Students receiving financial aid do not earn 100% of their aid until the 60% point in the semester. Withdrawing from all classes prior to that usually requires they repay some of their financial aid.

What are Mandatory (Segregated) Student Fees?

Mandatory student fees are part of the total amount paid to the University by students taking credit classes on campus. Students carrying less than eight credits pay a pro-rated fee. The amount to be assessed is determined in part by the Student Association and in part by the Chancellor. These funds are earmarked for the support of certain student services. See spring 2009 "Fee Facts" at www.bfs.uwm.edu/fees for more information.

Students enrolling exclusively in audit or off-campus classes are not charged mandatory student fees and will not be able to use some campus facilities or obtain a University bus pass.

If you fall into one of these categories, but want full access to all campus facilities, you may pay an additional fee based on the number of credits taken. Contact the Bursar's Office, MIT 285 (414/229-4914) for further information.

Grades and Graduation Dates to Remember

January 30

Undergraduate student deadline to apply for May, 2009 graduation

February 6

Graduate student deadline to apply for May, 2009 graduation

May 17

Spring Graduation

May 20

Approximate date spring grades will be available on PAWS

Check Your Grades Via PAWS

The Grades Office does not mail grade reports to students. To check your grades, please sign on to PAWS and follow the steps below:

- 1) Using your preferred internet browser, type in: www.paws.uwm.edu.
- 2) When the PAWS screen appears, enter your ePanther ID and password.
- 3) Your "Student Center" page will appear. Click "Grades" under "Academics," "Academic History."
- 4) The "View My Grades" page will appear.
- 5) Select the term for which you wish to view your grades.
- 6) Click the "Printer Friendly Version" button and then print a copy of your grades.

Records

Credit Load Values for Determining Enrollment Status

SEMESTER	FULL-TIME	HALF-TIME	LESS THAN HALF-TIME
Fall/Spring Semesters			
Undergraduates (except AOC)	12 or more credits	6-11 credits	5 or fewer credits
AOC Undergraduates	8 or more credits	6-7 credits	5 or fewer credits
Graduates	8 or more credits	4-7 credits	3 or fewer credits
Summer Sessions ★			
Undergraduates	6 or more credits	3-5 credits	2 or fewer credits
Graduates	6 or more credits	3-5 credits	2 or fewer credits

Eligibility for veterans benefits and other types of financial aid may be based on different credit load requirements. Contact Veterans Affairs or Financial Aid for further information.

Teaching or program/project assistants that are employed at 1/3 or more time and enrolled for six or more credits during the fall and spring semesters are usually considered full-time graduate students.

During fall and spring semesters, doctoral students must be enrolled for three graduate-level dissertation or research credits (at the current per-credit dissertation rate) each semester until their dissertation is accepted by the Graduate School. During any summers in which a doctoral student uses University facilities or faculty time, is a fellow or research assistant, or plans to graduate, the doctoral student must register for three graduate-level credits (dissertation rate) in the regular eight-week summer session. Three is the minimum (and the maximum) per semester.

Note: For verification purposes and in determining financial aid eligibility, English 95 and Math 90/95 will each be treated as the equivalent of a 3-credit class.

★Department of Education rules require that the same credit load standards apply for spring, fall and summer session loan deferment verifications. Therefore, for undergraduates, an enrollment of at least six credits (half-time enrollment) is required for loan deferment verification purposes for the summer session.

Grades and Records

Academic Drop

This action is based on academic ineligibility and is in effect for a specific number of semesters. You must apply to your dean for reinstatement before you may continue work at UWM.

Grade Point Average (GPA)

Degree candidates at UWM take most of their course work on a graded basis.

The UWM grade point average recorded on your official transcript is based solely upon credits earned or attempted at UWM. Some schools and colleges have different standards for GPA calculation and may include transfer work. See degree requirements in the *Undergraduate Catalog* for specifics. UWM credits taken as audit or credit/no credit do not apply to your UWM GPA. If you want to receive a letter grade for a class, do not specify audit or credit/no credit as a grading basis when you register on PAWS.

Grades	Grade Points	Other Reports
A	4.000	CREDIT = "C-" or above in a credit/no credit course
A-	3.670	NO CREDIT = Below "C-" in a credit/no credit course
B+	3.330	NOT RPTD = Grade was not submitted in time to be reported
B	3.000	I = Incomplete (see paragraph below this chart)
B-	2.670	S = Satisfactory (audit and zero-credit courses* only)
C+	2.330	NC = Not Completed (audit courses only)
C	2.000	U = Unsatisfactory (zero-credit courses* only)
C-	1.670	WR = Administrative drop (enrollment in course violates permitted number of repeats)
D+	1.330	
D	1.000	R = Repeat course (counts in GPA)
D-	0.670	# = Repeat course (does not count in GPA)
F (0-16)	0.000	#W = Administrative drop (enrollment in course violates permitted number of repeats)

*Except for English 95 and Math 90/95. Letter grades are assigned for these courses, although they carry no degree or GPA credit.

Incompletes

Your instructor may assign you an Incomplete instead of a final grade if you are unable, because of illness or other circumstances beyond your control, to complete your course work or the final examination. You must prove to the instructor that you were prevented from completing your course requirements.

Note: If you earn an Incomplete in your last semester at UWM, contact the Graduation Processing office (414/229-4269) for information regarding the completion deadline.

UNDERGRADUATES

Undergraduates are required to complete a course marked “Incomplete” during the next succeeding semester (excluding summer sessions and UWinteriM). If you do not remove the “Incomplete” during this period, the report of “I” will lapse to “F.”

GRADUATE STUDENTS

The Graduate School policy on Incompletes is different than the policy for undergraduates. Contact the Graduate School (414/229-6569) for information on the Incomplete policy for graduate students.

Repeat Policy

UNDERGRADUATES

You may repeat any course only once, and only the higher of your two grades will be calculated into your grade point average (GPA). Both attempts will appear on your transcript.

If your UWM course repeats a course for which you received transfer credit, only the UWM course will be calculated into your GPA, regardless of grade. Both attempts will be shown on your transcript.

You will not be permitted to enroll in any course which you try to repeat more than once without approval of your school/college advising office.

Further restrictions may apply – check the departmental listings in the online *Schedule of Classes*. The single repeat limit also applies to courses taken for audit or on a credit/no credit basis.

Note: Exceptions to this policy are variable-topic courses, that may be taken for credit as often as permitted for that particular course, as specified in the departmental listings of the online *Schedule of Classes*.

GRADUATE STUDENTS

You may repeat a course once in which a grade of less than “B” was earned. The repeated course may be counted only once toward meeting degree requirements. Both attempts remain on your permanent record and both are counted in the grade point calculation.

Directory Information

(Release of Student Information to Third Parties)

The following information has been defined as directory information:

- ♦ student name
- ♦ address
- ♦ email address
- ♦ telephone number
- ♦ date of birth
- ♦ designation of school/college (includes year in school)
- ♦ enrollment status (full-time, half-time, etc.)
- ♦ major field of study
- ♦ participation in officially recognized activities and sports
- ♦ height and weight of members of athletic teams
- ♦ dates of attendance
- ♦ degrees and dates of graduation, including anticipated graduation dates
- ♦ honors and awards received, including academic awards (i.e., receipt of a scholarship or fellowship, inclusion on a Dean's List, or receipt of other academic awards)
- ♦ previous institutions attended

This information may be released without your authorization unless you restrict its release.

Students that opt to restrict the release of directory information will not appear on most mailing lists used by UWM student organizations, on mailing lists obtained from UWM by non-University groups, in the campus email white pages, or in the graduation commencement program.

Students that restrict directory information should be aware that such restriction remains in effect even after students graduate or cease enrollment. Some students have experienced considerable inconvenience by restricting their directory information because the University is unable to verify degrees earned, dates of attendance or enrollment status to any third parties (including potential employers) while the restriction is in effect. To remove directory information restrictions, Enrollment Services must be given formal notice, either in person or with a written and signed request.

For further information, contact the Enrollment Services Information Center (MEL 274).

Year-in-School and Credit Level

Year	Business/ Information Studies	L&S/AOC	Nursing	All Others
Freshman	0-23 credits	0-23 credits	0-27 credits	0-23 credits
Sophomore	24-55 credits	24-55 credits	28-57 credits	24-57 credits
Junior	56-85 credits	56-87 credits	58-95 credits	58-85 credits
Senior	86 credits or more	88 credits or more	96 credits or more	86 credits or more

Social Security Number

The Social Security number is a required data element on applications for financial aid and will be required if you plan to take advantage of federal tax deductions for tuition paid.

Therefore, we will still request your Social Security number and store it for these purposes. However, state law requires that all students enrolled at institutions of higher education in Wisconsin be assigned campus ID numbers that are not based upon Social Security numbers. As such, during your first semester at UWM, you will be assigned a 9-digit student number that is not your Social Security Number. Your assigned student number will be on your ID card. If you are returning to UWM after having attended UWM prior to January 2000, your Social Security number served as your Campus ID number. You will automatically have a new, non-SSN-based number assigned at the point of application for reentry to UWM.

Graduation Rate

Graduation Rate Data, provided in compliance with the Student Right to Know legislation is available on the Web at:

Go to right2know.uwm.edu and click on the Graduation Rates link.

Military Science

To register for Military Science courses UWM students must enroll in the Marquette University part time studies program for no additional fee. This is a simple process and for more information or to enroll please contact the Marquette Army ROTC enrollment officer at (414) 288-7195/2046.

MISL 1 Physical Training Laboratory (Freshman)

1 Credit This course is a goal orientated small unit approach to physical conditioning. Student's physical development will be measured via the Army Physical Fitness Test. Instructor: Walz

MISL 3 Physical Training Laboratory (Sophomore)

1 Credit This course is a goal orientated small unit approach to physical conditioning. Student's physical development will be measured via the Army Physical Fitness Test. Instructor: Walz

MISL 5 Physical Training Laboratory (Junior)

1 Credit This course is a goal orientated small unit approach to physical conditioning. Student's physical development will be measured via the Army Physical Fitness Test. Instructor: Walz

MISL 10 Foundations of Officership (Freshman)

1 Credit This course is designed to establish a framework for understanding officership, leadership, and Army values. This course will give the student an accurate insight into the Army profession and the officer's role within the Army. Instructor: Miller

MISL 24 Individual Leadership Studies (Sophomore)

2 Credits This course focuses on team building, decision making, conflict resolution, organizing and planning, and creative problem solving. Instructor: Miller

MISL 135 Leadership and Problem Solving (Junior)

2 Credits Students will be introduced to the Army's Leader Development Program and troop leading procedures. Students are also taught how to plan and conduct individual and small unit training. Instructor: TBA

MISL 137 Applied Leadership Laboratory 1 (Junior)

1 Credit Students will take part in practical exercises and evaluations in military leadership skills. Instructor: Walz

General Education Requirements

The General Education Requirements (also known as GER) provide structure to your education while giving you the freedom to design an individual academic program.

The **competency requirements** assure basic student competencies in English composition, mathematics, and foreign language. The GER mathematics and English composition requirements should be completed early in the academic career to insure acquisition of critical skills for subsequent course work. Many UWM schools/colleges require completion of the competencies prior to advancing to the professional portion of the major. Completion of the relevant competency is also a prerequisite for some intermediate and advanced courses.

The **distribution requirements** provide a broad body of knowledge in the arts, humanities, and natural and social sciences as a foundation for specialization. You need to complete these requirements for graduation.

In general, the GER apply if your first semester in a degree program at UWM or any other accredited school was September, 1986 or later. You are **not** responsible for the GER if you are a Second Degree Candidate.

All degree programs have specific requirements beyond GER. It is important to work with your advisor to design an appropriate course of study.

Competency Requirements

English Composition

You can complete the English composition requirement with one of these options:

- ▶ earning a grade of "C" or higher in English 102★
- ▶ transferring a grade of "C" or better in a course equivalent to English 102 or a higher level expository writing course★
- ▶ earning an appropriate score on the English Placement Test (EPT)

Mathematical Skills

You can complete the mathematics requirement with one of these options:

- ▶ earning at least three credits with a grade of "C" or higher in Mathematical Sciences 105, 106, 175 or equivalent★
- ▶ achieving a placement code of at least 30 on the mathematics placement test

★You may not take these courses on a credit/no credit basis if you are using them to satisfy the English composition and/or mathematics requirements.

Foreign Language Requirement

You can satisfy the requirements with one of these options:

- ▶ completing with passing grades at least two consecutive years of high school level instruction in a single foreign language prior to your enrollment at UWM,
- ▶ completing with passing grades at least two consecutive semesters (minimum of six credits) of college-level instruction in a single foreign language, or
- ▶ demonstrating foreign language ability equivalent to two semesters of college-level instruction by means of a satisfactory score on an approved placement, proficiency, departmental, or other appropriate examination.

Students who entered UWM as freshmen prior to September 1999 or earned transferable credit prior to September 1999 are not responsible for the foreign language requirement.

College of Letters and Science (L&S) students should consult an advisor for L&S foreign language requirements.

Distribution Requirements

You can satisfy the distribution requirements by successfully completing courses in the following areas:

ARTS: Three credits in a course about the history, philosophy, theory, or practice of the creative and interpretive arts (e.g., visual arts, dance, music, theatre, creative writing).

HUMANITIES: A total of six credits in at least two courses.

NATURAL SCIENCES: A total of six credits in at least two courses. At least one course must include laboratory or field experience involving the generation and testing of data, and the application of concepts and knowledge to the solution of problems.

SOCIAL SCIENCES: A total of six credits in at least two courses.

CULTURAL DIVERSITY: Three credits in a course relating to the study of life experiences of African Americans, Hispanic/Latino Americans, American Indians, or Asian Americans. Many, but not all, courses which satisfy Cultural Diversity also satisfy one of the required distribution areas. (You will need to satisfy this requirement if you started attending UWM in fall, 1989 or thereafter.)

Cultures and Communities (CC): Students may choose the Cultures and Communities option to satisfy their GER distribution requirements. CC courses emphasize diversity and cross-cultural literacy, multicultural learning, multicultural arts, global studies, and the cultural contexts of science, health care, and technology. A Service Learning course is also required. Students who complete the CC program receive the Cultures and Communities Certificate upon graduation. Courses marked with a "CC" to the left of the course title in the GER course list will apply toward this focus. For more information, contact the Cultures and Communities Program, 414/229-5960. Website: www.cc.uwm.edu.

GER Course List

On the following pages is a list of courses offered this semester, which have been approved for the GER distribution requirements. A course can be counted in only one of the main distribution areas (Arts, Humanities, Natural Sciences or Social Sciences), but may also satisfy the Cultural Diversity requirement if it is on the approved list.

Courses which satisfy the GER distribution requirements are also annotated in this *Schedule of Classes*, directly below each course number, as follows:

&	=	satisfies Cultural Diversity requirement only
(A)	=	satisfies Arts requirement
(A&)	=	satisfies Arts/Cultural Diversity requirement
(HU)	=	satisfies Humanities requirement
(HU&)	=	satisfies Humanities/Cultural Diversity requirement
(NS)	=	satisfies Natural Sciences requirement
(NS+)	=	satisfies Natural Sciences lab/fieldwork requirement
(SS)	=	satisfies Social Sciences requirement
(SS&)	=	satisfies Social Sciences/Cultural Diversity requirement

A complete list of courses approved for GER is published in Appendix A of the UWM Undergraduate Catalog and online at www4.uwm.edu/current_students/ger_information/index.cfm.

**HELP
with GER**

Consult with your academic advisor if you have questions about the General Education Requirements.

Courses Approved for GER Distribution — Offered Spring 2009

The following courses, offered during the current semester, have been approved to meet the General Education Requirements (GER). For a complete list of courses that meet GER distribution please see the current *UWM Catalog*.

Note: 1) not all degree programs or majors accept all GER courses, 2) College of Letters and Science students cannot use courses listed under the "Non-L&S Majors" headings to satisfy L&S distribution requirements; however, these courses can be used as electives and will satisfy the university GER; and 3) other restrictions are noted in the footnotes.

Consult with your advisor to determine which courses are appropriate for your chosen course of study.

Cultural Diversity – L&S

The courses below satisfy Cultural Diversity ONLY. They do NOT satisfy any other GER distribution.

ENGLISH (ENGLISH)

377	CC &	Survey of African-American Literature, 1930 to the Present	
517	&	Studies in African-American Literature:	VC
520	CC &	Studies in American Indian Literature:	VC
521	CC &	Studies in Ethnic Minority Literature:	VC
523	CC &	Studies in U.S. Latino/a Literature:	VC

Cultural Diversity – Non L&S

EDUCATIONAL POLICY (ED POL)

625	&	Race Relations in Education
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Consult the following list for courses which satisfy Cultural Diversity AND Arts, Humanities, or Social Science GER distribution. Cultural diversity courses are noted with an "&" to the left of the course title.

Arts

ARCHITECTURE (ARCH)

101		Introduction to Architectural Theory
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ART (ART)

100	CC &	American Art and Culture
105	CC	Art Survey
106	CC	Art Survey
124		Design Survey

DANCE (DANCE)

103		Introduction to Iyengar Yoga
110		Introduction to the Art of Dance
111		Ballet I
113		Modern Dance Technique I
115		Jazz Dance I
117		Tap I
122	CC &	Beginning African Dance I
133		Creative Movement I
220		Body Sense
320	CC	Rituals and Culture
370		World Movement Traditions:

ENGLISH (ENGLISH)

233		Introduction to Creative Writing
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FILM (FILM)

150	CC &	Multicultural America
301		Conversations with Filmmakers and Critics
301	LEC 005 CC	Conversations with Filmmakers and Critics
302	CC	Video in the Classroom

HONORS (HONORS)

380		Honors Seminar in the Arts:
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MUSIC (MUSIC)

031		University Band
041		Symphony Band
045		University Choir
053		Women's Chorus
057		Concert Chorale
062		Gospel Choir

Arts

MUSIC (MUSIC), cont.

081		University Community Orchestra
082		Symphony Orchestra
100		Introduction to Music Literature
101		Fundamentals of Music
102	CC	American Popular Music
108		The Concert Experience
140		Class Voice
150		Beginning Guitar
151		Intermediate Guitar
152		Guitar Performance Survey
271		Jazz Ensemble
300		Literary Aspects of Rock and Roll
309	CC	American Folk and Popular Music
452		Collegium Musicum

MUSIC EDUCATION (MUS ED)

260		Making Music Connections with Children
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THEATRE (THEATRE)

100		Introduction to the Theatre
101		Introduction to the Actor's Art
102		Introduction to Design and Production for Performance
111		Theatre Games
204		Participatory Theatre
213		Play Analysis
305		The Theatrical Experience:
322		The Theatre: Modern and Contemporary Period
325		History of Costume

Humanities

AFRICOLOGY (AFRICOL)

100	CC &	Black Reality: Survey of African-American Society
102	CC &	Survey of African-American Literature
111	CC &	Introduction to African-American History to 1865
112	CC &	Introduction to African-American History, 1865 to the Present
210	CC &	The African-American Novel
314	&	The School in African-American Life

ART HISTORY (ARTHIST)

101		Ancient and Medieval Art and Architecture
102		Renaissance to Modern Art and Architecture
103		History of Architecture
104	CC	African, New World and Oceanic Art and Architecture
111		Entertainment Arts: Film, Television, and the Internet
206		History of Film II: Development of an Art
241		Introduction to Baroque Art
358		Modern Painting I: 1850-1900

CLASSICS (CLASSIC)

170		Classical Mythology
171		Classical Mythology: An Audio-Visual Supplement
201		Introduction to Greek Life and Literature
302		War and Politics in Ancient Greece
303		The Life and Literature of the Roman Empire
390		Egyptian Mythology

Humanities

COMMUNICATION (COMMUN)

103		Public Speaking
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COMPARATIVE LITERATURE (COMPLIT)

133	CC	Contemporary Imagination in Literature and the Arts
135	CC	Experiencing Literature in the 21st Century:
207	CC	World Literature in Translation: Antiquity through the 1600s
208	CC	World Literature in Translation: The 17th to the 21st Century
230		Literature and Society:
231		Literature and Religion:

ENGLISH (ENGLISH)

111		Entertainment Arts: Film, Television, and the Internet
150	CC &	Multicultural America
209		Language in the United States
210		International English
215		Introduction to English Studies
222		English Writers, 1800 to the Present
223		American Writers to 1900
224		American Writers: 1900 to the Present
229		Introduction to Modern Literature:
240		Rhetoric, Writing, and Culture:
243		Introduction to Literature by Women:
245		The Life, Times, and Work of a Literary Artist:
247		Literature and Human Experience:
248		Literature and Contemporary Life:
248	CC	Literature and Contemporary Life: Katrina in Context
251		Fantasy in Literature:
253		Science Fiction:
263		Introduction to the Novel:
269		Literary Forms and Genres:
280	CC &	Introduction to Asian-American Literature:
295		Women and Film
372	CC &	Survey of American Indian Literature
685		Honors Seminar:

ETHNIC STUDIES, COMPARATIVE (ETHNIC)

102	CC &	Transnational Migrations: Asian-, Arab-, Euro-American and Latino Identity
275	CC &	Queer Migrations

FILM STUDIES (FILMSTD)

212		Intermediate Topics in Film Studies:
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FRENCH (FRENCH)

145		Views of France:
303		Conversation and Composition: Intermediate Level
324		Contemporary French Language and Culture

GERMAN (GERMAN)

112		German Life and Civilization: Part II Seminar on Scandinavian Culture:
115		Culture:
145		Views of Germany:
332		Intermediate Conversation and Composition
334		Introduction to German Literature and Culture

Special Notations:

&	=	Satisfies Cultural Diversity.
NS+	=	Natural Science laboratory course.
CC	=	Cultures & Communities
⤿	=	Evening sections available.

Restrictions:

OS	=	Only subtitles approved for GER distribution.
OS&	=	Only subtitles approved for GER distribution and Cultural Diversity
OSC	=	Only subtitles approved for Cultures and Communities Program
OSC&	=	Only subtitles approved for GER, Cultural Diversity, and Cultures and Communities
VC	=	Variable content course; see Catalog for conditions under which course may be repeated

Humanities

HEBREW STUDIES (HEBR ST)	
100	Introduction to Judaism
230	Bible Stories
231	Introduction to the Old Testament/Hebrew Bible
238	Topics in Hebrew/Jewish Literature, Art, and Culture: VC
261	CC Representing the Holocaust in Words and Images
268	CC Jewish and Christian Responses to the Holocaust
274	Ancient Egyptian Civilization
HISTORY (HIST)	
101	Western Civilization: Ancient World to 1500
102	Western Civilization: 1500 to the Present
132	World History Since 1500
176	CC East Asian Civilization Since 1600
201	The Ancient World: The Near East and Greece
204	The History of Medieval Europe: The High Middle Ages
229	CC & History of Race, Science, and Medicine in the United States
236	Britain Since 1688: Rise and Decline of a Great Power
243	CC History of Women in American Society
249	The Second World War in Europe
269	CC & Asian Americans in Historical Perspective
271	CC The 1960s in the United States: A Cultural History
272	The Blues: History and Culture
274	Ancient Egyptian Civilization
280	CC Islamic Civilization: The Formative Period, ca. 500-1258
293	Seminar on Historical Method: Theory and Approach
398	Honors Seminar: VC
436	CC & Immigrant America Since 1880
HONORS (HONORS)	
200	Honors Seminar: The Shaping of the Modern Mind: VC
680	Honors Seminar in the Humanities: VC
ITALIAN (ITALIAN)	
145	Views of Italy: VC
245	Italian Fictions: VC
JEWISH STUDIES (JEWISH)	
101	CC Jewish Culture in America: History, Literature, Film
247	Topics in Jewish Literature, Art, and Culture: VC
261	CC Representing the Holocaust in Words and Images
268	CC Jewish and Christian Responses to the Holocaust
JOURNALISM & MEDIA COMMUNICATION (JMC)	
111	Gender and the Media
113	Internet Culture
214	Advertising in American Society
226	Religion, Media, and Culture
260	Contemporary Non-Fiction Media
361	Media Ethics
LINGUISTICS (LINGUIS)	
100	& The Diversity of Human Language
200	Aspects of Language: VC
210	& Power of Words
PHILOSOPHY (PHILOS)	
101	Introduction to Philosophy: VC
111	Informal Logic - Critical Reasoning

Humanities

204	CC	Introduction to Asian Religions
211		Elementary Logic
212		Modern Deductive Logic
213		Introduction to the Philosophy of Science
217		Introduction to Metaphysics
232		Topics in Philosophy: VC
241		Introductory Ethics
242		Introduction to Social and Political Philosophy
243		Moral Problems: VC
244		Ethical Issues in Health Care: VC
245		Critical Thinking and the Law: VC
250		Philosophy of Religion
POLISH (POLISH)		
236		Polish Culture in its Historical Setting
PORTUGUESE (PORTUGS)		
380		Luso-Brazilian Literature in Translation: VC
RUSSIAN (RUSSIAN)		
235		Survey of Nineteenth-Century Russian Literature in Translation
245		Russian Life and Culture
SPANISH (SPANISH)		
350		Introduction to Literary Analysis
WOMEN'S STUDIES (WMNS)		
201	CC	Introduction to Women's Studies: A Humanities Perspective

Humanities – Non L&S

LIBRARY & INFORMATION SCIENCE (L&I SCI)		
210		Information Resources for Research
THERAPEUTIC RECREATION (THERREC)		
103		Introduction to Leisure

Natural Sciences

ANTHROPOLOGY (ANTHRO)	
301	Human Evolution and Variation
402	Primate Evolution
ASTRONOMY (ASTRON)	
103	Survey of Astronomy
104	NS+Astronomy Laboratory
ATMOSPHERIC SCIENCES (ATM SCI)	
100	NS+Survey of Meteorology
BIOLOGICAL SCIENCES (BIO SCI)	
100	NS+Survey of Zoology
101	NS+General Survey of Microbiology
102	NS+Elements of Biology
103	Topics in Modern Biology: VC
104	NS+Plants in Today's World
150	NS+Foundations of Biological Sciences I
152	NS+Foundations of Biological Sciences II
202	NS+Anatomy and Physiology I
203	NS+Anatomy and Physiology II
380	Honors Seminar: VC
CONSERVATION & ENVIRONMENTAL SCIENCE (CES)	
210	CC Introduction to Conservation and Environmental Science
CHEMISTRY (CHEM)	
100	Chemical Science
101	NS+Chemical Science
102	NS+General Chemistry
103	NS+Survey of Biochemistry
104	NS+General Chemistry and Qualitative Analysis
105	NS+General Chemistry for Engineering
106	NS+Chemistry in the World Around Us—Chemistry for the Non-Science Major
GEOGRAPHY (GEOG)	
120	NS+Our Physical Environment
125	CC Introduction to Environmental Geography
GEOLOGICAL SCIENCES (GEO SCI)	
100	NS+Introduction to the Earth
105	Earth, Air, Fire and Water
106	The Earth Environment
108	NS+A History of Life
150	Introduction to Ocean Sciences
151	NS+Ocean Sciences Laboratory
208	Geology of Wisconsin
MATHEMATICAL SCIENCES (MATH)	
205	Introductory Finite Mathematics
211	Survey in Calculus and Analytic Geometry
225	Calculus with Precalculus I
226	Calculus with Precalculus II
231	Calculus and Analytic Geometry
MATHEMATICAL STATISTICS (MTHSTAT)	
215	Elementary Statistical Analysis
PHYSICS (PHYSICS)	
107	Physics in Everyday Life
108	NS+Laboratory for Physics in Everyday Life
110	Physics for the Health Professions
120	General Physics I (Non-Calculus Treatment)
121	NS+General Physics Laboratory I (Non-Calculus Treatment)
122	General Physics II (Non-Calculus Treatment)
123	NS+Basic Physics Laboratory II (Non-Calculus Treatment)
185	NS+Basic Physics for Teachers
209	Physics I (Calculus Treatment)
210	Physics II (Calculus Treatment)
214	NS+Lab Physics I (Calculus Treatment)
215	NS+Lab Physics II (Calculus Treatment)
PSYCHOLOGY (PSYCH)	
254	Physiological Psychology

Special Notations:
 & = Satisfies Cultural Diversity.
 NS+ = Natural Science laboratory course.
 CC = Cultures & Communities
 ʘ = Evening sections available.

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 OSC& = Only subtitles approved for GER, Cultural Diversity, and Cultures and Communities
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Natural Sciences – Non L&S

CLINICAL LABORATORY SCIENCE (C L SCI)	
201	Sexually Transmitted Diseases and AIDS
232	Introduction to Nutrition
COMPUTER SCIENCE (COMPSCI)	
150	Survey of Computer Science
ELECTRICAL ENGINEERING (ELECENG)	
150	Electronic Technology in the World Around Us
HUMAN MOVEMENT SCIENCE (HMS)	
230	Health Aspects of Exercise and Nutrition
MATERIAL ENGINEERING (MATLENG)	
150	NS+It's a Material World: The Role of Materials in Society
MECHANICAL ENGINEERING (MECHENG)	
150	NS+How Things Work: Understanding Technology

Social Sciences

AFRICOLOGY (AFRICOL)	
163	& African-American Concept of Self
232	CC Survey of African Societies and Cultures
250	CC Black Women and White Women in the Contemporary United States
ANTHROPOLOGY (ANTHRO)	
101	Introduction to Anthropology: Human Origins
102	CC Introduction to Anthropology: Culture and Society
103	Digging Up the Past: Approaches to Archaeology
104	CC Lifeways in Different Cultures: A Survey of World Societies
105	Introduction to Linguistic Anthropology
213	CC & American Indian Peoples of Wisconsin
250	CC Women's Roles in Cross-Cultural Perspective
COMMUNICATION (COMMUN)	
101	Introduction to Interpersonal Communication
105	Business and Professional Communication
350	CC & Intercultural Communication
ECONOMICS (ECON)	
100	Introductory Economics
103	Principles of Microeconomics
104	Principles of Macroeconomics
248	CC & Economics of Discrimination
ETHNIC STUDIES, COMPARATIVE (ETHNIC)	
203	CC & Western Great Lakes American Indian Community Life of the Past
265	CC & Hmong Americans: History, Culture, and Contemporary Life
GEOGRAPHY (GEOG)	
105	Introduction to Human Geography
110	CC The World: Peoples and Regions
114	CC & Geography of Race in the United States
213	CC Geography of Asia
350	Conservation of Natural Resources
GLOBAL STUDIES (GLOBAL)	
101	Introduction to Global Studies I: People and Politics
201	Introduction to Global Studies II: Economics and the Environment
202	Introduction to Global Studies III: Globalization and Technology

Social Sciences

HISTORY (HIST)	
151	American History: 1607 to 1877
152	American History: 1877 to the Present
200	Historical Roots of Contemporary Issues: VC
200 LEC 002 CC	Historical Roots of Contemporary Issues: The African Diaspora OSC
200 LEC 001 CC &	Historical Roots of Contemporary Issues: The Civil Rights Movement in America OSC&
210	CC The Twentieth Century: A Global History
263	CC & North American Indian History Since 1887
287	CC The Vietnam War
399	Honors Seminar: VC
JOURNALISM & MEDIA COMMUNICATION (JMC)	
101	Introduction to Mass Media
142	Television and Radio in American Society
LATINO STUDIES (LATINO)	
101	CC & Introduction to Latino Studies
LINGUISTICS (LINGUIS)	
350	Introduction to Linguistics
430	Language and Society
PEACE STUDIES (PEACEST)	
201	Introduction to Conflict Resolution and Peace
POLITICAL SCIENCE (POL SCI)	
103	Introduction to Political Science
104	Introduction to American Government and Politics
105	State Politics
106	CC Politics of the World's Nations
175	CC Introduction to International Relations
215	CC & Ethnicity, Religion and Race in American Politics
243	Public Administration
255	Great Issues of Politics
PSYCHOLOGY (PSYCH)	
101	Introduction to Psychology
205	Personality
214	Introduction to Conditioning and Learning
230	Social Psychology: Psychological Perspectives
260	Child Psychology
320	Psychology of Women
SOCIOLOGY (SOCIO)	
101	Introduction to Sociology
102	Social Problems in American Society
104	Introduction to Social Psychology
200	Contemporary American Society
224	CC & American Minority Groups
233	Social Inequality in the United States
241	CC Criminology
250	CC Sex and Gender
321	CC & Contemporary Issues of the American Indian
URBAN STUDIES (URB STD)	
150	CC & Multicultural America
250	Exploring the Urban Environment
360	Perspectives on the Urban Scene: VC
WOMEN'S STUDIES (WMNS)	
200	CC Introduction to Women's Studies: A Social Science Perspective

Social Sciences – Non L&S

CLINICAL LABORATORY SCIENCE (C L SCI)	
245	CC Client Diversity in Health Sciences: An Interdisciplinary Perspective
260	Introduction to Complementary and Alternative Medicine
COMMUNICATION SCIENCES & DISORDERS (COMSDIS)	
210	Survey of Communication Disorders
240	Normal Speech and Language Development
245	CC Client Diversity in Health Sciences: An Interdisciplinary Perspective
CRIMINAL JUSTICE (CRM JST)	
110	Introduction to Criminal Justice
410	Comparative Criminal Justice
420	Violence and the Criminal Justice System
EDUCATIONAL POLICY (ED POL)	
113	CC The Milwaukee Community
560	CC & Education and Hispanics
EXCEPTIONAL EDUCATION (EXCEDUC)	
330	CC Deaf History
352	CC American Deaf Culture
HEALTH CARE ADMINISTRATION (HCA)	
203	Human Life Cycle
212	Drugs Used and Abused
245	CC Client Diversity in Health Sciences: An Interdisciplinary Perspective
HUMAN MOVEMENT SCIENCE (HMS)	
245	CC Client Diversity in Health Sciences: An Interdisciplinary Perspective
350	Psychological Aspects of Sport and Exercise
NURSING (NURS)	
101	CC & Cultural Diversity in Health Care
203	Human Growth and Development Across the Life Span
OCCUPATIONAL THERAPY (OCCTHPY)	
245	CC Client Diversity in Health Sciences: An Interdisciplinary Perspective
SOCIAL WORK (SOC WRK)	
100	Introduction to Human Services
665	CC & Cultural Diversity and Social Work
THERAPEUTIC RECREATION (THERREC)	
245	CC Client Diversity in Health Sciences: An Interdisciplinary Perspective
URBAN PLANNING (URBPLAN)	
141	Urban Planning Solutions to Contemporary Urban Problems

Special Notations:

&	= Satisfies Cultural Diversity.
NS+	= Natural Science laboratory course.
CC	= Cultures & Communities
2	= Evening sections available.

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VC	= Variable content course; see Catalog for conditions under which course may be repeated

Credit/No Credit Option*

To be granted credit for a course in which you've registered credit/no credit, you must earn a grade of "C-" or better. Consult the table below to determine whether you may enroll for courses on a credit/no credit basis. Courses **may not** be taken credit/no credit if they are to be used to satisfy the GER English and mathematics competencies.

School/College	Who Qualifies?	Which Courses May Be Taken?	Limits
Academic Opportunity Center	AOC undergraduates follow rules listed for L&S students.		
Architecture and Urban Planning	Pre-Architecture students and upper-level students with a 2.5 cumulative GPA.	Elective courses; courses other than the 48 credits required for the Architectural Studies degree.	One course per semester; maximum of eight courses.
Arts, Peck School of the	Undergraduates in the Arts.	Courses outside the major. Any course that would fulfill the core curriculum requirements.	One course per semester; maximum of eight courses.
Business Administration	Undergraduates in Business and Pre-Business.	All non-Business (courses outside the Sheldon B. Lubar School of Business) that are not required as part of the student's major.	One course per semester; maximum of eight courses. No Business course may be taken on a C/NC basis by any student regardless of his/her program unless it is only offered on a C/NC basis. Pre-Business students may not take Econ 103, Econ 104, or Math 211 on a C/NC basis.
Education	Undergraduates in Education and Pre-Education	<p>Courses to fulfill core curriculum requirements; electives; areas of concentration in elementary, early childhood, or exceptional education; psychological and cultural foundations; methods requirements; student teaching.</p> <p>Exceptions: Students in secondary education programs may not take courses in their majors, minors, or areas of concentration on a C/NC basis. Exceptional Education students must consult their department regarding which courses may not be taken on a C/NC basis.</p>	Eight courses (L&S), student teaching courses (optional), courses offered C/NC only, plus 12 credits in other Education courses.
Engineering and Applied Science	Undergraduates in Engineering and Applied Science.	Free elective or arts/humanities/social science elective courses.	Maximum of 12 credits; no more than three credits in any one semester.
Graduate School	Ph.D. candidates in Political Science with departmental approval. C/NC option not allowed for any other graduate students.		
Health Sciences	Undergraduates admitted to the College of Health Sciences.	No required courses in any of the pre-professional or professional programs may be taken on a C/NC basis.	Only one course regardless of number of credits may be taken per semester. A maximum of 12 credits may be taken C/NC.
Information Studies	Undergraduates in Information Resources.	All non-Information Studies (courses outside the School of Information Studies) that are not required as part of the student's major.	One course per semester; maximum of eight courses.
Letters and Science	Undergraduates in Letters and Science.	Courses other than Honors courses which are not in the student's major or minor.	One course per semester; maximum of eight courses.
Nursing	Undergraduates in Nursing.	Non-clinical elective courses in Nursing.	One course per semester; maximum of six credits.
Social Welfare, Helen Bader School of	Undergraduate majors and pre-majors in Social Work and Criminal Justice.	Only used in courses outside the 54-65 credit requirements in the Social Work or Criminal Justice major.	One course per semester; maximum of eight courses.
University Special and Off-Campus	Before registering for the C/NC option, University Special Students should contact an advisor in the Office of Adult and Returning Student Services. Off-campus students should contact the appropriate program coordinator.		

UWM Spring 2009 Final Examination Schedule

May 9 & 11-16, 2009

Final Examination Policy: One-hour final examinations in one-credit courses may be given during the last class period; two-hour final examinations in all other courses shall be given during the regular examination period. The time of a final examination for an individual or a class may be changed only with the prior approval of the dean or director. The change will involve a postponement to a later date. The Provost's Office and Classroom Assignments shall be notified of any approved changes in final examinations in order to avoid scheduling conflicts of day, hour and room.

Room Assignments: Individual class examinations (e.g., TR 2:00/2:30) meet in their regular classrooms; departmental combined-lecture examinations (e.g., Bus Adm 201) are assigned rooms by Classroom Assignments.

Conflict: When a departmental combined-lecture examination conflicts with another examination, it is the responsibility of the department giving the combined-lecture examination to resolve the conflict.

Student Responsibility for Scheduling: Each student is responsible for arranging a study list that will permit satisfactory progress towards degree requirements and a class schedule that avoids (a) class and final exam scheduling conflicts and (b) an excessively demanding exam schedule.

Late Hour (4:30 pm & later) & Saturday Classes: Regular late hour classes (4:30 pm & later) will meet through May 7, 2009; late hour final examinations will be held at the regular meeting time during the week of final examinations, May 11-14, 2009. Saturday classes will hold their final examination on Saturday during their regular meeting time May 9, 2009.

Optional Exam Time: 5:30-7:30 pm, Friday, May 15, 2009.

Based upon a recommendation of the Academic Policy Committee, this optional exam period has been reserved for individuals with exam conflicts to take one of the conflicting exams.

Official Emergency: If the University must declare an official emergency during the final examination period, the exams that are postponed will be rescheduled in the same rooms at the same times on Saturday, May 16, 2009.

Lecture Final Examinations

REGULARLY SCHEDULED CLASSES:

CLASS MEETING TIME ON
MON/WED/FRI

FINAL EXAMINATION TIME

8:00 & 8:30	7:30-9:30 am	Thu, May 14
9:00 & 9:30	10:00-12:00 Noon	Wed, May 13
10:00 & 10:30	10:00-12:00 Noon	Fri, May 15
11:00 & 11:30	10:00-12:00 Noon	Mon, May 11
12:00 & 12:30	12:30-2:30 pm	Tue, May 12
1:00 & 1:30	12:30-2:30 pm	Sat, May 9
2:00 & 2:30	12:30-2:30 pm	Thu, May 14
3:00 & 3:30	3:00-5:00 pm	Wed, May 13
4:00	3:00-5:00 pm	Fri, May 15
4:30 & Later	Late hour classes – See above	

CLASS MEETING TIME ON
TUE/THU

FINAL EXAMINATION TIME

8:00 & 8:30	7:30-9:30 am	Fri, May 15
9:00 & 9:30	10:00-12:00 Noon	Tue, May 12
10:00 & 10:30	7:30-9:30 am	Wed, May 13
11:00 & 11:30	10:00-12:00 Noon	Thu, May 14
12:00 & 12:30	12:30-2:30 pm	Wed, May 13
1:00 & 1:30	10:00-12:00 Noon	Sat, May 9
2:00 & 2:30	12:30-2:30 pm	Mon, May 11
3:00 & 3:30	12:30-2:30 pm	Fri, May 15
4:00	3:00-5:00 pm	Thu, May 14
4:30 & Later	Late hour classes – See above	

IRREGULARLY SCHEDULED CLASSES:

For day classes scheduled only one day a week or 4 or 5 days, use the exam group you would if it were offered 2 or 3 times per week (e.g., R 12:30 would be 12:30-2:30 pm on Wed, May 13; MTWF 9:00 would be 10:00-12:00 Noon on Wed, May 13).

Course Combined Final Examinations

BUSINESS ADMINISTRATION

Bus Adm 201 (401-403)	3:00-5:00 pm	Sat, May 9
Bus Adm 210 (401-403)	8:00-10:00 pm	Mon, May 11
Bus Adm 230 (401-406)	7:30-9:30 am	Sat, May 9
Bus Adm 301 (401-403)	3:00-6:00 pm	Sat, May 9
Bus Adm 350 (404-405)	7:30-9:30 am	Sat, May 9

ENGINEERING & APPLIED SCIENCE

CompSci 201 (401-403)	5:30-7:30 pm	Tue, May 12
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LETTERS & SCIENCE

French 103	5:30-7:30 pm	Tue, May 12
French 104	5:30-7:30 pm	Tue, May 12
French 203	5:30-7:30 pm	Tue, May 12
French 204	5:30-7:30 pm	Tue, May 12
Math 090 (Except 001, 006)	7:30-9:30 am	Mon, May 11
Math 095 (Except 014, 022-023)	7:30-9:30 am	Tue, May 12
Math 105 (Except 020-022, 040-042)	7:30-9:30 am	Mon, May 11
Math 106 (Except 006)	7:30-9:30 am	Tue, May 12
Math 116 (Except 009)	7:30-9:30 am	Mon, May 11
Math 117 (Except 009)	7:30-9:30 am	Tue, May 12
Math 175	7:30-9:30 am	Mon, May 11
Math 176	7:30-9:30 am	Tue, May 12
Philos 101 (404-405)	5:30-7:30 pm	Thu, May 14
Philos 211 (403-404)	5:30-7:30 pm	Wed, May 13
Spanish 103	5:30-7:30 pm	Mon, May 11
Spanish 104	5:30-7:30 pm	Mon, May 11
Spanish 203	5:30-7:30 pm	Mon, May 11
Spanish 204	5:30-7:30 pm	Mon, May 11