



Schedule of Classes Policies

Spring 2014

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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

Additional Information Online

Registrar's Calendar: rocalendar.uwm.edu

Registrar's Add/Drop Calendar: regcalendar.uwm.edu

November 18-December 6	Enrollment Appointment Period — Online enrollment via PAWS at paws.uwm.edu , based on assigned appointment time
December 9	Enrollment continues — Online enrollment via PAWS at paws.uwm.edu
January 2	Approximate date spring invoices will appear on PAWS. No paper bills will be sent to currently enrolled students.
January 3	LAST DAY to register without paying \$200 tuition deposit.
January 15	Deadline for enrolled students to pay full fees or a minimum \$200.00 tuition deposit to remain enrolled in classes. See bursar.uwm.edu for minimum payment and financial obligation detail.
January 16	Cancellation of registration for students who fail to meet January 15 payment deadline.
January 20	LAST DAY to withdraw from the semester without charge or for full refund
January 20	Martin Luther King, Jr. Day - University Closed
January 21	First day of classes. Start of Late Enrollment Period – \$50.00 late enrollment fee in effect for initial enrollment. See regcalendar.uwm.edu for session-specific deadlines.
January 24	Undergraduate student deadline to apply for Spring 2014 graduation

February 3	LAST DAY to add classes or make changes to existing enrollment (except drops) without permission for full-term classes.
February 4	Graduate student deadline to apply for Spring 2014 graduation
February 4	Approximate date Installment Payment Plan administrative fee of 1% assessed on unpaid Installment Payment Plan balance
February 17	LAST DAY to drop full-term classes or withdraw without notation of “W” on academic record. Tuition/fees will apply. See regcalendar.uwm.edu for refund schedule.
March 14	LAST DAY to drop or withdraw from full-term classes via PAWS. Tuition/fees will apply. See regcalendar.uwm.edu for refund schedule.
March 16-23	Spring Recess - No Classes. UWM offices are open.
March 24	Approximate date Fall 2014 <i>Schedule of Classes</i> will be available on PAWS
May 8	Last day of classes
May 9	Study Day
May 10, 12-17	Final examination period
May 18	Graduation Ceremony
May 20	Priority deadline for instructors to post final grades in PAWS.
May 28	Approximate date that academic standing and Dean’s Honors appear for spring.

Policies Related to Enrollment

The Enrollment 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 "Enroll" in the Academics section.
 3. Select the term (semester) from the options that appear.
 4. If you are already enrolled for that term, your schedule will be displayed along with any requests still in your Shopping Cart.
 5. To add a class, follow either Step A, Step B, or Step C:
 - 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 to only display sections with available seats, or uncheck to display all class section results, including closed sections. Click the "Search" button. 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."
- OR
- C. If you have courses in your Planner, you are able to move them from the Planner into your Shopping Cart for a particular term. Click the "My Planner" button and click "Search" to see a list of the courses in your Planner that are being offered in the selected term. Courses will only appear if they are in the same term in your Planner or in the "unassigned" section of your Planner. Click the "Select" button next to available classes to see sections for the term. Click the "Select" button next to available sections for the term. 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 to your Shopping Cart, repeat the steps above. Otherwise, select the desired classes from your Shopping Cart and click the "Enroll" button.
 7. Click "Finish Enrolling." **THIS IS CRITICAL.**
 8. If your course request can be met, you will see a **Green check** (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 prerequisites, you may wish to contact the department that is offering the class to see if they will issue you a class permission 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.

Enrollment Preparation

You may add classes to your Planner or Shopping Cart prior to your Enrollment Appointment. To add classes to your Shopping Cart, follow steps 1-6 in "The Enrollment Transaction," about one week before the Enrollment Period has begun for the appropriate term. Classes will stay in your Shopping Cart until you have:

1) Enrolled in the class

OR

2) Deleted the class

Classes in the Shopping Cart do not ensure a spot for you in the class, nor do they verify any of the prerequisite checking, enrollment limits, etc. All of this is done when moving classes from the "Shopping Cart" into the "Finish Enrolling" step once your Enrollment Appointment has arrived.

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 "Enroll" in the Academics section.
3. Click the "drop" tab in the header menu.
4. Select the term from the options that appear.
5. 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 check** (success); if the course was unable to be dropped you will see a **Red X** and an error message will be displayed.

Waiting Lists

When searching for classes on PAWS and/or enrolling in a class, you will have an option of indicating if you are willing to be placed on a waiting list if the class is full. You will also have the option of specifying another class that you wish to drop if you are enrolled in the class from the wait list.

An automatic process will run five times per week (on Monday through Friday nights). If there are spaces available in a class, the process will add students from the wait list to the class using the priority of the wait list position number. A notification email will be sent to students once they have been enrolled from the waiting list into the class. Students should check their PAWS account to monitor their status on the waiting list.

The final waiting list process run is the Thursday prior to the term starts in the fall and spring terms, and the Thursday before the specific class session starts in the summer term. Waiting lists are not used for the UWinterIM term.

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.

For more information on waiting lists, go to waitlist.uwm.edu.

Policies Related to Enrollment

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.

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 fall or spring:

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

The maximum credit load in summer:

- 12 credits total

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 enrollment appointment time and will be processed by Registrar's Office staff.

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 14

- See the Registrar's Add/Drop Calendar at regcalendar.uwm.edu for withdrawal deadlines for other sessions.
- Your withdrawal becomes effective on (and fee/tuition assessment is determined by) the date of the last class dropped for the term on PAWS.
- See the Registrar's Add/Drop Calendar at regcalendar.uwm.edu 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 the Registrar's Add/Drop Calendar at regcalendar.uwm.edu.
- Withdrawal deadlines for fee-assessment/reduction purposes are different than withdrawal deadlines for academic purposes. See the Registrar's Add/Drop Calendar at regcalendar.uwm.edu.

HOW DO I WITHDRAW FROM MY CLASSES?

If **prior** to the drop deadline on PAWS:

1. Drop each of your classes. Use PAWS to drop each class and make the space available to others.
If you are able to successfully drop all of your classes on PAWS, no other action is required to withdraw from the term.
2. Check your PAWS Student Center to verify withdrawal. From your Student Center, click on the Enroll link in the Academics section and select the applicable term. If your withdrawal is processed, a red box will appear indicating that your status is withdrawn.

The Registrar's Office begins to post term withdrawals for students who have dropped all of their classes after the add deadline for the fall/spring terms (after the 10th day of classes) and weekly throughout the term, thereafter. Term withdrawals for the summer term are posted approximately every two weeks throughout the term.

If you are unable to successfully drop all of your classes on PAWS, or if you would like to have your term withdrawal posted prior to the add deadline for the fall/spring term or the biweekly runs in the summer term, please follow the steps below for submitting a withdrawal form.

If **after** the drop deadline on PAWS:

1. Complete a withdrawal form. Available online at withdrawal.uwm.edu OR in Mellencamp Hall 274.
PLEASE NOTE: After the drop deadline, you are required to receive approval from your school/college academic dean's office to withdraw from classes. For undergraduate students, see your academic advising office. For graduate students, see the Office of Graduate Education (Mitchell Hall 261, 414-229-6569).

Withdrawal forms will be processed as of the date they are received by the Registrar's Office (excludes weekends, holidays, and other days the university is closed).

Change of Enrollment 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 the Registrar's Add/Drop Calendar (regcalendar.uwm.edu) 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.

Contact the Registrar's Office at contactro.uwm.edu if you have questions on deadlines.

FEES/TUITION ASSESSMENT IS BASED ON DIFFERENT DEADLINES, SEE REGISTRAR'S ADD/DROP CALENDAR AT **regcalendar.uwm.edu**.

SESSION DATES	LAST DAY TO MAKE CHANGES		
	ADD CLASSES or CHANGE ¹ : sections, number of credits, to/from CNC, or to/from Audit	DROP OR WITHDRAW ² Tuition/fees may apply. See regcalendar.uwm.edu for refund schedule.	
		WITHOUT Course Transcript Notation ³	WITH Course Transcript Notation ⁴
Full-semester – January 21 - May 9	February 3	February 17	March 14
Mini-term I – January 21 - February 22	January 24	January 24	February 5
Mini-term II – February 24 - April 5	February 28	February 28	March 12
Mini-term III – April 7 - May 5	April 11	April 11	April 23
8 weeks – January 21 - March 15	January 24	January 31	February 14
7 weeks – March 24 - May 8	March 28	March 28	April 16

- 1 Last day to add classes or change enrollment without prior approval from the instructor and your academic advising office (Graduate School for grad students)
- 2 Departments have the discretion to require consent to drop certain classes. Contact the department or your academic advisor for details.
- 3 Last day to drop or withdraw without classes appearing on the academic record with a notation of "W." The W notation does not have any academic impact.
- 4 Last day to drop or withdraw without classes without prior approval of the instructor and your academic advising office (Graduate School for grad students). Approval is only given on appeal for non-academic reasons.

Fees/Tuition

Please visit tuitionandfees.uwm.edu for additional information on the policies outlined below.

TUITION ASSESSMENT AND BILLING

Tuition amounts are established through Regent action and legislative review.

During the early part of the enrollment period for the semester, tuition amounts usually will not be available at the time you register. Once tuition is available to view online, your updated amount will automatically appear on your PAWS account the day after you complete your enrollment or make changes to your schedule.

Paper bills are not mailed to currently enrolled students.

You can view your tuition and fee assessment, housing, and meal plan charges on your PAWS account. From your Student Center page, click on "Account Inquiry" to view account details or click on "View Billing Statement" to see your online statement of account. Tuition and fees, housing and meal plan charges are due on the date specified on your PAWS account.

NOTE: Failure to view your account does not negate your responsibility to pay by the due date.

EDUCATIONAL SERVICES CREDIT AGREEMENT

When you enroll for classes or make changes to your enrollment using PAWS, you are making a financial commitment to UWM.

All students are required to accept the terms of the UWM Educational Services Credit Agreement prior to enrolling in classes. The agreement is available from the Finances section of your PAWS Student Center and can be signed electronically.

MINIMUM PAYMENT REQUIREMENT

If you register before January 3, 2014, you must satisfy one of the following requirements on or before January 15, 2014, to prevent cancellation of your Spring 2014 registration.

1. Pay full fees/tuition for all classes in which you are enrolled.
If you are only auditing classes and your full fee is less than \$200.00, that full fee is due by January 15.
- OR
2. Check your PAWS account for the status of your financial aid. You are not required to make any additional payments if you have been **AWARDED AND HAVE ACCEPTED** sufficient financial aid to cover your full fees/tuition and housing and meal plan charges.
- OR
3. Pay a minimum of \$200.00 by January 15 toward Spring 2014 tuition plus all charges with a due date prior to January 15. The balance of your eligible spring 2014 charges will be placed on the Installment Payment Plan. (See the "Installment Payment Plan" section on this page.)

If you fail to satisfy one of the fee obligation requirements by January 15, you may be cancelled from your Spring 2014 classes.

If you have not registered before January 4, 2014, you will have a Minimum Payment Hold placed on your PAWS account. This Hold requires all financial obligations with a prior due date plus \$200.00 be paid to your student account before you will be allowed to enroll.

PAYMENT OPTIONS

PAY ONLINE: All PAWS charges may be paid online through your PAWS account with webCheck, an electronic check payment option. MasterCard and American Express credit cards are also accepted. A 2.5% convenience fee is charged on all PAWS online credit card payment transactions.

PAY BY MAIL: To pay by mail you must print your online billing statement and cut off the payment coupon located on the last page of the statement. Return it with your payment to the address on the coupon. Be sure to include your name and Campus ID # on your check. No convenience fees are charged for payments mailed to the Cashier's Office.

PAY IN PERSON: You can also pay in person at the Cashier's Office located in Mitchell Hall, Room 285. Cash, checks, and debit cards are accepted at the Cashier's Office. Credit card payments are only accepted online through PAWS. The Cashier's Office does not accept in-person credit card payments.

CLASS CANCELLATION

Failure to make a financial commitment under one of the three options outlined in the Financial Obligation section by January 15 may result in cancellation of your class registration. Students must view PAWS to make sure they have no outstanding financial obligations with a due date prior to January 15. If you have past-due obligations, the \$200.00 tuition deposit will apply to those charges first. This may result in cancellation for non-payment for the current semester.

NOTE: If you are cancelled and still plan on attending, you may be subject to a \$50.00 late enrollment fee if enrolling after the start of the term, and you are not guaranteed to obtain your original classes. Late payment fees may also apply.

INSTALLMENT PAYMENT PLAN

The Installment Payment Plan is available to all students who 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.

On or about January 17, eligible charges will begin to transfer to the Installment Payment Plan. After the Spring 2014 add/drop date, a 1% administrative fee will be assessed on the unpaid balance on this plan. View your PAWS account for exact installment due dates.

NOTE: Study Abroad, Executive MBA fees, Kenilworth rent, and miscellaneous housing amounts charged by University Housing 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 Enrollment

You may still enroll via PAWS after classes begin. For specific deadlines by session see the Registrar's Add/Drop Calendar at regcalendar.uwm.edu. A \$50.00 late enrollment fee is assessed for students initially enrolling on or after the first day of the class session.

“BAD CHECK” CHARGE

A \$20.00 “bad check” charge applies to non-negotiable checks or webChecks mad payable to the University. If your check is not negotiable, you will be subject to late fees and/or interest (in addition to the “bad check” charge). A Hold restricting enrollment, transcripts, and other campus services may may be placed on your records.

ASSESSMENT OR REFUND FOR DROPS/WITHDRAWALS

A percentage of the fees/tuition assessed is charged for withdrawal after classes begin. Nonattendance does not constitute withdrawal. If you fail to formally withdraw (see “Withdrawing from All Your Classes” on page 4), 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 the Registrar’s Add/Drop Calendar at regcalendar.uwm.edu.

HELP WITH FEES

Tuition assessments

Concurrent registrations

Dissertator status

Off-campus course fees

Contact:

Registrar’s Office, MEL 274, contactro.uwm.edu

Minnesota Reciprocity

Contact:

Registrar’s Office, MEL 274, contactro.uwm.edu

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.getreadyforcollege.org

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

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 21-27	\$50.00 (for withdrawal only)			
January 28 - February 3	\$100.00 (for withdrawal only)			
February 4-17	50% of fees/tuition			
Starting February 18	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
Prior to session start date	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%			
<p>* 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.</p>				

Credit Values for Determining Academic Load

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 ¹			
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, except for financial aid purposes.

During fall and spring semesters, doctoral students must be enrolled for three graduate-level dissertation or research credits (at the current per-credit dissertator 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 (dissertator 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 90/94/95 each will be treated as the equivalent of a 3-credit class.

¹Department 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.

Credit Values for Determining Academic Level

Level	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

COURSE ABBREVIATIONS

A	=	Satisfies GER Arts requirement
CD	=	Satisfies GER Cultural Diversity requirement
C/NC	=	Credit / No Credit (special grading option)
DIS	=	Discussion section
FLD	=	Fieldwork section
Fr	=	Freshman
G	=	Graduate-level course
Grad	=	Graduate
H	=	Honors
HU	=	Satisfies GER Humanities requirement
IND	=	Independent Study section
Jr	=	Junior
LAB	=	Lab section
Lec	=	Lecture section
NS	=	Satisfies GER Natural Sciences requirement
NS+	=	Satisfies GER Natural Sciences lab/fieldwork requirement
SEM	=	Seminar section
Soph	=	Sophomore
Sr	=	Senior
SS	=	Satisfies GER Social Sciences requirement
TBA	=	To be arranged
U	=	Undergraduate-level course
U/G	=	Undergraduate or graduate-level course

MEETING DAYS

M	=	Monday
T	=	Tuesday
W	=	Wednesday
R	=	Thursday
F	=	Friday
S	=	Saturday
U	=	Sunday