Summer 2014 Schedule
POLICIES RELATED TO REGISTRATION

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EACH SUMMER SESSION HAS DIFFERENT DEADLINES.

See “Change of Registration Deadlines” on page 4 and “Withdrawing from All Your Classes” on page 3.

A withdrawal fee is assessed for withdrawal or drop of all classes.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 24</td>
<td>Approximate date summer registration appointment times will be available on PAWS at paws.uwm.edu</td>
</tr>
<tr>
<td>March 31 - April 4</td>
<td>Registration Appointment Period — Online registration and change of registration via PAWS at paws.uwm.edu, based on assigned appointment time</td>
</tr>
<tr>
<td>April 5</td>
<td>Registration continues — Online registration and change of registration via PAWS at paws.uwm.edu</td>
</tr>
<tr>
<td>April 28</td>
<td>Approximate date summer fees appear on PAWS at paws.uwm.edu</td>
</tr>
<tr>
<td>May 26</td>
<td>Memorial Day Holiday – University Closed</td>
</tr>
<tr>
<td>May 27</td>
<td>First day of classes — Early Session $50.00 late registration fee is in effect for classes beginning this week. See “Change of Registration Deadlines” on page 4 for session-specific deadlines.</td>
</tr>
<tr>
<td>June 23</td>
<td>First day of classes — Eight Week Session $50.00 late registration fee is in effect.</td>
</tr>
<tr>
<td>June 27</td>
<td>LAST DAY to register late, add classes, change to audit without fee penalty, change from a graded basis to audit or credit/no credit status, or vice versa, for the Eight-Week Session</td>
</tr>
<tr>
<td>July 3</td>
<td>LAST DAY to drop eight-Week session classes or withdraw without courses appearing on transcript with a symbol of “W”</td>
</tr>
<tr>
<td>July 4</td>
<td>July 4th Holiday — University Closed</td>
</tr>
<tr>
<td>July 18</td>
<td>LAST DAY to drop eight-Week session classes or withdraw</td>
</tr>
<tr>
<td>August 16</td>
<td>LAST DAY of classes for most summer sessions</td>
</tr>
<tr>
<td>August 28</td>
<td>Approximate date that academic standing and dean’s Honors will appear on PoWs at paws.uwm.edu</td>
</tr>
</tbody>
</table>
Policies Related to Registration

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.

NOTE: 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 a “Registration Change” 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 Registrar’s Office staff.

Note: Additional charges apply for credits above the maximum credit load.

Withdraw 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?

- See “Change of Registration Deadlines” on page 4 for session withdrawal deadlines.
- Your withdrawal becomes effective on (and fee/tuition assessment is determined by) the date it is done via PAWS, post-marked, or received in Enrollment Services (if submitted in person).

- See “Fees/Tuition Assessed for Withdrawal or Drop in Credit Load” on page 6 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 4.

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 6.

HOW DO I WITHDRAW FROM ALL MY CLASSES?

If prior to the drop deadline:

1) Drop each of your classes. Use PAWS to drop each class and make the space available to others. After completing the drops, use PAWS to print a copy of your schedule to retain as proof.

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 you 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 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:


PLEASE NOTE: After the drop deadline, you are required to receive approval from your school/college academic dean’s office to withdraw form classes. For undergraduate students, see you academic advising office. For graduate students, see the Office of Graduate Education (Mitchell Hall 261, 414-229-6569).

The withdrawal will be processed as of the date it is received by the Registrar’s Office (excludes weekends, holidays, and other days the university is closed).
## 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 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. Call 414/229-3800 if you have questions on deadlines.

FEES/TUITION ASSESSMENT IS BASED ON DIFFERENT DEADLINES, SEE “FEES/TUITION ASSESSED FOR WITHDRAWAL OR DROP IN CREDIT LOAD” ON PAGE 6.

### LAST DAY TO MAKE CHANGES

<table>
<thead>
<tr>
<th>SESSION DATES</th>
<th>ADD * CLASSES or CHANGE: sections, number of credits, to/from CNC, or to/from Audit</th>
<th>DROP OR WITHDRAW +</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Week early session: May 27-June 14</td>
<td>May 30</td>
<td>May 30</td>
</tr>
<tr>
<td>4-Week early session: May 27-June 21</td>
<td>May 30</td>
<td>May 30</td>
</tr>
<tr>
<td>1st 6-Week session: May 27-July 5</td>
<td>May 30</td>
<td>May 30</td>
</tr>
<tr>
<td>12-Week session: May 27-August 16</td>
<td>June 6</td>
<td>June 13</td>
</tr>
<tr>
<td>2nd 6-Week session: June 9-July 19</td>
<td>June 13</td>
<td>June 13</td>
</tr>
<tr>
<td>2nd 4-Week session: June 23-July 19</td>
<td>June 27</td>
<td>June 27</td>
</tr>
<tr>
<td>3rd 6-Week session: June 23-August 2</td>
<td>June 27</td>
<td>June 27</td>
</tr>
<tr>
<td>8-Week session: June 23-August 16</td>
<td>June 27</td>
<td>July 3</td>
</tr>
<tr>
<td>4th 6-Week session: July 7-August 16</td>
<td>July 11</td>
<td>July 11</td>
</tr>
<tr>
<td>3rd 4-Week session: July 21-August 16</td>
<td>July 25</td>
<td>July 25</td>
</tr>
</tbody>
</table>

* 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.”
**Fees/Tuition**

Please go to visit [tuitionandfees.uwm.edu](http://tuitionandfees.uwm.edu) for additional information on the policies outlined below.

**TUITION ASSESSMENT**

Tuition amounts are established through Regent action and legislative review.

Paper bills are not mailed to currently registered students. You can view your tuition and fee assessments, 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.

**FINANCIAL OBLIGATION**

When you register for classes or make changes to your registration using PAWS, you are making a financial commitment to UWM. All students are required to sign a University Credit Agreement. The agreement can be located on the Bursar website at [bursar.uwm.edu](http://bursar.uwm.edu). Click on the University Credit Agreement link. 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.
2. Notify Enrollment Services in writing if you decide not to attend.

**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.

**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**

You may still register and add full-semester classes using PAWS during the first ten days of the semester (fall or spring semesters only) or during the first week of classes (summer sessions). If you register via PAWS on or after the published late registration deadline for full-term classes or the first day of a partial-term session, 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 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 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 3), 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 6.

**HELP WITH FEES**

- Tuition assessments
- Concurrent registrations
- Dissertator status
- Off-campus course fees
- Minnesota Reciprocity
  - Contact: Registrar’s Office, MEL 274, 414/229-3800
  - 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.ohe.state.mn.us](http://www.ohe.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.

<table>
<thead>
<tr>
<th>DATE OF DROP OR WITHDRAWAL</th>
<th>LENGTH OF SESSION</th>
<th>FULL-TIME</th>
<th>HALF-TIME</th>
<th>LESS THAN HALF-TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 WKS. OR MORE</td>
<td>12 WKS. OR MORE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-11 WKS.</td>
<td>8-11 WKS.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-7 WKS.</td>
<td>5-7 WKS.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-4 WKS.</td>
<td>3-4 WKS.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 WKS. OR LESS</td>
<td>2 WKS. OR LESS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**By Friday before session week begins**

**Through first week of session** (withdrawal or drop of all classes)

- **Tuition**: $50.00

**During second week**

- **Tuition**: $100.00
  - 50% credit load: 50%
  - 75% credit load: 75%
  - 100% credit load: 100%

**During third week**

- 50% credit load: 100%
- 75% credit load: 100%
- 100% credit load: 100%

**During fourth week**

- 50% credit load: 100%
- 75% credit load: 100%
- 100% credit load: 100%

**After fourth week**

- 100% credit load: 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.

### Credit Load Values for Determining Enrollment Status

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>FULL-TIME</th>
<th>HALF-TIME</th>
<th>LESS THAN HALF-TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring Semesters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduates (except AOC)</td>
<td>12 or more credits</td>
<td>6-11 credits</td>
<td>5 or fewer credits</td>
</tr>
<tr>
<td>AOC Undergraduates</td>
<td>8 or more credits</td>
<td>6-7 credits</td>
<td>5 or fewer credits</td>
</tr>
<tr>
<td>Graduates</td>
<td>8 or more credits</td>
<td>4-7 credits</td>
<td>3 or fewer credits</td>
</tr>
</tbody>
</table>

**Summer Sessions**

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>FULL-TIME</th>
<th>HALF-TIME</th>
<th>LESS THAN HALF-TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates</td>
<td>6 or more credits</td>
<td>3-5 credits</td>
<td>2 or fewer credits</td>
</tr>
<tr>
<td>Graduates</td>
<td>6 or more credits</td>
<td>3-5 credits</td>
<td>2 or fewer credits</td>
</tr>
</tbody>
</table>

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 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 90/95 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 is required for loan deferment verification purposes for the summer session.

### Year-in-School and Credit Level

<table>
<thead>
<tr>
<th>Year</th>
<th>Business/Information Studies</th>
<th>L&amp;S/AOC</th>
<th>Nursing</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-23 credits</td>
<td>0-23</td>
<td>0-27</td>
<td>0-23</td>
</tr>
<tr>
<td>Sophomore</td>
<td>24-55 credits</td>
<td>24-55</td>
<td>28-57</td>
<td>24-57</td>
</tr>
<tr>
<td>Junior</td>
<td>56-85 credits</td>
<td>56-87</td>
<td>58-95</td>
<td>58-85</td>
</tr>
<tr>
<td>Senior</td>
<td>86 credits or more</td>
<td>88 credits or more</td>
<td>96 credits or more</td>
<td>86 credits or more</td>
</tr>
</tbody>
</table>