



## FRESHMAN ENROLLMENT PREPARATION SHEET & CHECKLIST FALL 2010

### ENROLLMENT DEPOSIT

To reserve your spot in the freshman class for the fall term, submit the Tuition Deposit Form attached to the bottom of the admit letter and the \$100 tuition deposit postmarked by March 1, 2010 (or 21 days from the date of admission, whichever is later). Failure to submit your tuition deposit by the deadline will jeopardize your place in the class.

Written requests for an extension on the tuition deposit need to be sent to the Admissions Office and be postmarked by March 1, 2010.

If you decide not to enroll at UW-Eau Claire, the tuition deposit is fully refundable if you provide our office with written notification postmarked by May 1, 2010. Tuition deposits will not be refunded after May 1.

### LETTER OF ADMISSION

Your letter of admission is the official notice of your tentative admission to UW-Eau Claire. Carefully review the information in the upper right-hand portion of your admission letter to verify the information. If any of the information is incorrect or if you change your address, please notify our office immediately.

**Term:** Indicates the semester and year for which you have been admitted. If you wish to change your beginning term, please contact our office.

**Academic Standing:** Academic Warning is notification that a student has not met one or more of the requirements for good standing. If you have questions about your academic standing, please call the Admissions Office for an explanation.

**Wisconsin Resident:** (if yes) You are classified as a RESIDENT for fee purposes. Under state law, it is the responsibility of the student to register correctly as a resident or nonresident and to pay the appropriate fees. The University reserves the right to review your residency status if such action is deemed appropriate.

**Minnesota Tuition Reciprocity:** Minnesota students must file for reciprocity to ensure the reduced tuition. Reciprocity forms are available after April 1 and you may file on-line at the Minnesota Office of Higher Education at [www.getreadyforcollege.org](http://www.getreadyforcollege.org) or call (1-800-657-3866).

**Midwest Student Exchange Program:** Information about programs and states eligible for the MSEP tuition rate is available at: [www.mhec.org](http://www.mhec.org). Students should note that generally the tuition rate is unavailable to students who are undeclared or enrolled in majors with enrollment limitations. For a current list, please consult the website above.

**Return to Wisconsin:** This program provides discounted out-of-state tuition rates for children and grandchildren of UW-Eau Claire alumni. For more information, see <http://www.uwec.edu/alumni/benefits/returnWI.htm>

**Blugold/Campus ID #:** Your permanent campus identification number consists of a seven-digit random number assigned by the university. Be prepared to provide this number when contacting university offices.

**College Transcript(s):** Please provide an official transcript for all colleges listed and for all college coursework completed at the time of application.

**GRADUATION RATES** for UW-Eau Claire and all UW System institutions are available in the Introduction to the UW System, HELP Office, 505 South Rosa Road, Suite 200, Madison, WI 53719, (1-800-442-6459). These rates are calculated and made available as required by the Student Right-to-Know and Campus Security Act.

### SENIOR YEAR

Since you have yet to graduate from high school, your acceptance is tentative pending the receipt and review of your final transcript. Incoming freshmen are expected to continue to meet university admission standards and successfully complete their senior year coursework.

If your circumstances result in a change of senior year coursework, please consult our office on such schedule changes. **Altering or failing coursework could result in cancellation of your admission.**

At the completion of your senior year, you need to provide a final official transcript for a review of your senior grades and certification of graduation. Your admission will become final only after it is determined that you continue to meet university admission standards.

### COLLEGE CREDIT

If you have taken college courses prior to high school graduation or have attended or plan to attend a college summer session prior to entering UW-Eau Claire, you are required to have that college send an official transcript to the Admissions Office, as soon as the coursework is completed so that the appropriate academic credit can be awarded. This includes college coursework taken at your high school (CAPP, CIS, PACC, etc.). **Failing coursework could result in cancellation of your admission.**

If you have taken or will take College Board Advanced Placement (AP) examinations, please have your official scores sent to the UW-Eau Claire Academic Testing Office. UW-Eau Claire's institutional code is 1913.

If you have taken College Level Examination Program (CLEP) General Examinations or Subject Examinations, have your official scores sent to the UW-Eau Claire Academic Testing Office for consideration for college credits.

### SERVICES FOR STUDENTS WITH DISABILITIES

If you will need any special accommodations such as note takers, extended time on exams, materials on tape, interpreter services, enlarged materials or have other special needs, it is essential that you let us know now. We need to receive documentation for your disability and discuss with you your specific needs.

For additional information, please contact:

Kathleen Hurley, Director  
Services for Students with Disabilities  
715/836-4542 (phone) 715/836-3712 (fax)  
hurleyks@uwec.edu

### CAMPUS HOUSING

Information on living in a residence hall and housing options will be mailed to you 2-3 weeks following your admission. See the checklist on the backside for additional information.

### MUSIC MAJORS AND MINORS

Students intending to major or minor in music need to audition. Information on how to register for an audition is available at: <http://www.uwec.edu/mus-the/index.htm>

### FINANCIAL AID

Questions concerning financial aid can be answered by calling 715/836-3373. See the checklist on the backside for additional information.

### CONTACT US AT:

**Admissions Office**  
**University of Wisconsin-Eau Claire**  
**PO Box 4004**  
**Eau Claire, WI 54702-4004**  
**715/836-5415 (phone) 715/836-2409 (fax)**  
**admissions@uwec.edu**

## Freshman Admission Checklist

Now that you have been admitted to the University of Wisconsin-Eau Claire, it is very important that you complete the following tasks in a timely manner. If you have questions about any of these tasks, please contact the appropriate office(s) listed below.

### RECEIVED TODAY, YOUR LETTER OF ADMISSION...

**Be sure to thoroughly read the letter, information sheet, and checklist.**

After admission, to reserve your spot in the freshman class, you must send in your \$100 tuition deposit by March 1 (or 21 days from the date of admission, whichever is later) OR by March 1 send a written request to Admissions for an extension until May 1. The deposit is refundable up to May 1, 2010. Deposits received after the enrollment limit is reached will be wait-listed and handled on a space available basis. The tuition deposit form is attached to the bottom of your acceptance letter.

- Submit \$100 tuition deposit with tuition deposit form attached to the admit letter.
- Questions? Contact the **Admissions Office at 715/836-5415 or by email at [admissions@uwec.edu](mailto:admissions@uwec.edu)**.

### 2-3 WEEKS AFTER YOU RECEIVE YOUR ADMIT LETTER...

Look for University Housing information packet, sent from the Housing and Residence Life Office. As soon as you receive your housing contract, return it with a \$75 deposit (refundable up to May 1). The sooner you apply for housing, the better your chances for getting your housing choice.

- Submit University Housing Contract with a check or money order for \$75.
- For questions, contact the **Housing and Residence Life Office at 715/836-3674 or [housingoffice@uwec.edu](mailto:housingoffice@uwec.edu)**.

### 2-3 WEEKS AFTER YOU RECEIVE YOUR ADMIT LETTER (if before February 1)...

Qualified students (top 25% rank in class with a 25 ACT or 1700 SAT ) are invited to submit the freshman Foundation scholarship application. Descriptions, amounts and applications for UW-Eau Claire Foundation scholarships are available online at [www.uwec.edu/admissions/scholarships](http://www.uwec.edu/admissions/scholarships). All students are also encouraged to seek scholarship opportunities through their community and high school guidance office. **The application deadline is December 1, 2009, for early awards including the Blugold Fellowship and February 1, 2010, for the majority of other scholarships.**

- Complete and return Foundation Scholarship Application.
- Questions? Contact the **Admissions Office at 715/836-5415 or by email at [admissions@uwec.edu](mailto:admissions@uwec.edu)**.

### BEGINNING JANUARY 1, 2010...

Apply for financial aid. Submit your Free Application for Federal Student Aid (FAFSA) before March 15 to receive a financial aid award prior to the May 1 admissions cancellation deadline. If you miss the March 15 priority line you can still apply for financial aid; we simply may not be able to tell you your financial aid eligibility before May 1. Our priority deadline for the most advantageous funding is April 15. The Free Application for Federal Student Aid (FAFSA) form is available at your guidance office or any college financial aid office. UW-Eau Claire's Title IV code is 003917.

- Submit your FAFSA by March 15 to receive a financial aid award prior to the May 1 admissions cancellation deadline.
- You're encouraged to use the web-based version of the application form at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). It is quicker and prevents many mistakes.
- For questions, contact the **Financial Aid Office at 715/836-3373 or by email at [finaid@uwec.edu](mailto:finaid@uwec.edu)**.

### MID-FEBRUARY...

Beginning in February, look for Regional Placement Testing information in the mail. Regional Placement Testing is required of all new freshmen planning to attend UW-Eau Claire. Information is mailed to accepted students when it becomes available in the spring.

- Sign up for Placement Testing.
- Questions? Contact the **Advising and Testing Office at 715/836-5522**.

### LATE MARCH...

Look for Summer Orientation/Registration Information. For freshmen, this is your earliest opportunity to register for your fall classes. Students who have paid their \$100 tuition deposit will receive a spring mailing with information about the new freshman Summer Orientation sessions.

- Sign up for freshman Summer Orientation.
- Questions? Contact the **Orientation Office at 715/836-5053 or by email at [orientation@uwec.edu](mailto:orientation@uwec.edu)**

### JUNE...

Final preparation for fall includes attending a Summer Orientation session and providing final copies of all academic work.

- Submit all final official high school and college (if applicable) transcripts to Admissions Office.
- Questions? Contact the Admissions Office at 715/836-5415 or by email at [admissions@uwec.edu](mailto:admissions@uwec.edu).