

University of Wisconsin - Eau Claire

SPECIAL STUDENT REGISTRATION INFORMATION

Thank you for submitting your Special Student Application! The following information explains how to move forward with your registration process. If you have questions, feel free to contact the Registrar's Office at 836-2425 or send an e-mail to registration@uwec.edu.

Fee Payment is your next step!

The Business Office handles all payments, refunds, and questions concerning your tuition/fees. You need to pay a minimum \$100 down payment to the Cashier's Office. **Once the business office receives your \$100 payment, your registration eligibility will be activated for your desired term.** Please allow a week for the Business Office to receive and post your payment. If you have any fee holds, contact the Business Office at 715-836-5907. Information about how to make payments is on the Business Office website: <http://www.uwec.edu/bussvs/busoff/index.htm>.

Please note: *Special Students are not eligible for Financial Aid.*

If you will be enrolled at another UW System campus during the same semester as your U.W. – Eau Claire Special Student registration, please notify the Business Office in regard to possible Dual Enrollment tuition status.

Access your UWEC Computing Account

You will receive your username and pin number in the mail with information on how to access your MyBlugold CampS account. Once you have received your username and pin number, you will have access to sign your PPA, check the schedule of classes and register for your classes.

Electronically sign your PPA (Payment Plan Agreement form). PPA's must be signed every term prior to registration. The PPA can be found on MyBlugold CampS by clicking on the Self Service menu. The system will lead you through the online form. A Hold will be placed on your registration until this is completed. Please contact the Business Office, 715-836-5907, if you have any questions about the Payment Plan Agreement form.

Check the schedule of classes on MyBlugold CampS.

Go to Self-Service → Class Search/Browse Catalog. Click on **Search** to see the Schedule of Classes. Be sure you select your desired semester. Note any enrollment requirements, such as Add Consent or prerequisites. If any, contact the department offering the course to request permission.

Register for classes.

Refer to the enclosed sheet: "How to Register for Classes on MyBlugold CampS." Make sure you have no holds listed in the **Holds** box on your Student Center. Click the **Details** link to see what they are. Holds can be added later, so keep checking as you prepare for registration. To find out when you are eligible to register, go to <http://www.uwec.edu/registrar/calendars>.

Just a reminder

Undergraduate special students need to re-apply to the University each semester to be admitted. To register as a Special student, go to the **Special Student Electronic Application**: <http://apply.wisconsin.edu/>. When you come to the "Reason for Applying" tab, click on visitor/guest student.

~Registrar's Office ~ Schofield Hall 128 ~ (715) 836-2023 ~ registration@uwec.edu~