

UNIVERSITY OF WISCONSIN-EAU CLAIRE

COURSE OPTIONS/YOUTH OPTIONS/HIGH SCHOOL SPECIAL FORM

Complete this form if you are currently enrolled in high school and wish to enroll for undergraduate courses at UW-Eau Claire. Please carefully read the attached information sheet before completing any part of this form. **A separate form must be completed for each term you wish to enroll at UW-Eau Claire.**

SECTION I - STUDENT INFORMATION (to be completed by the student) (PLEASE TYPE OR PRINT IN INK)

Applying for: Fall Semester 20__ - ____ Winterim Semester 20__ - ____ Spring Semester 20__ - ____ Summer Session 20__ - ____

Applying as (check any that apply):

Youth Options (school pays tuition) Course Options (school pays tuition, restricted to two classes) High School Special (student pays)

Name: _____ Date of Birth _____

Last name
First name
Middle name

High School _____ Year of Graduation _____

I certify that the information in this application is true and complete to the best of my knowledge. I understand that inaccurate information may affect my eligibility to enroll at UW-Eau Claire. If I enroll at the University, I will abide by its rules and regulations. I also understand that courses taken at the University of Wisconsin-Eau Claire will become part of my permanent university record and may affect my subsequent eligibility for admission to post-secondary institutions. I authorize the University of Wisconsin-Eau Claire to provide information about my course registration, grades and attendance to my high school, school district administrator and school board.

Student Applicant's signature/Date

Parent's Signature/Date

SECTION II - PROGRAM INFORMATION

TO BE COMPLETED BY STUDENT (with help from counselor)

TO BE COMPLETED BY HIGH SCHOOL

UW-Eau Claire Course(s) Intending to Take	UWEC Course No.	UWEC No. of Credits	UWEC Course is Comparable to HS Course		No. of HS Credits to be Granted
			Yes	No	

SECTION III- ALTERNATIVE PROGRAM INFORMATION (FOR HIGH SCHOOL SPECIALS or YOUTH OPTION ONLY)

UW-Eau Claire Alternative Course(s)	UWEC Course No.	UWEC No. of Credits	UWEC Course is Comparable to HS Course		No. of HS Credits to be Granted
			Yes	No	

SECTION IV -TO BE COMPLETED BY THE HIGH SCHOOL GUIDANCE COUNSELOR OR PRINCIPAL

This student has the permission of the high school administration to enroll in the above listed courses at the University of Wisconsin-Eau Claire. I recommend this student as being capable of study at UW-Eau Claire. ***I have enclosed a copy of the student's official high school transcript with this application.***

High School Name: _____

Check (if applicable): _____ Student is applying under Exception Enrollment. Documentation (recommendations and/or data) attached.

Signature of Counselor/Principal

Date

Phone number

Please submit this form and include the official high school transcript (unless sent by electronic transmission) and, if applicable, ACT/SAT scores to: Admissions Office, UW-Eau Claire, 105 Garfield Avenue, Eau Claire, WI 54701.

UNIVERSITY OF WISCONSIN-EAU CLAIRE

COURSE OPTIONS/YOUTH OPTIONS/HIGH SCHOOL SPECIAL STUDENTS

GENERAL INFORMATION AND PROCEDURES

ADMISSION STANDARDS

Standard Admission Criteria. Must be a junior or senior ranking in the top 25% OR in the top 50% with an ACT composite of 24 or greater (SAT V+M of 1110 or greater).

Exceptions to Standard Admissions Criteria. Typically a junior or senior ranking in the top 50% who can provide substantial and convincing letters of recommendations and/or data demonstrating high ability in a specific area of University study. (Attach the documentation to this application.) For more information, contact the UW-Eau Claire Admissions Office.

APPLICATION PROCESS

All **Course Options/Youth Options/High School Special** must complete the Course Options/Youth Options/High School Special Application at apply.wisconsin.edu, fill out the UW-Eau Claire Course Options/Youth Options/High School Special Form AND submit an **OFFICIAL** high school transcript showing rank-in-class and test scores for each semester they plan to attend.

- **Youth Options Only:** You must complete a PI-8700 form. Information regarding the PI-8700 can be found at <http://youthoptions.dpi.wi.gov/files/forms/doc/f8700-a.doc>.
- **Course Options Only:** You must complete a PI-8900 form. Information regarding the PI-8900 can be found at <http://courseoptions.dpi.wi.gov/files/forms/doc/f8900.doc>.
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Deadlines

Course Options/Youth Options/High School Special students are urged to submit the admission application and supporting documents by June 1 for Fall enrollment, November 1 for Spring enrollment, and May 1 for Summer enrollment. Course Options/Youth Option/High School Special students register during special student registration on a space available basis.(Youth options have earlier dates to notify their school boards.)

For questions on the application procedure, contact the Office of Admissions (715-836-5415 or admissions@uwec.edu).

GENERAL INFORMATION

- * The Admissions Office will notify applicants of their eligibility to enroll at the University within 3-4 weeks of receipt of their application materials. Registration information will be provided to eligible students at that time.
- * High school students generally register after UWEC degree students have registered and therefore course availability is limited.
- * All prospective students who have not graduated from high school must complete a UWEC Course Options/Youth Options Program/High School Special Student application form for each semester (fall, winterim, spring or summer) they wish to enroll in University courses.
- * Course Options/Youth Options Program/high school special students must abide by all regulations, policies and procedures of the University as outlined in the University catalog, semester timetable and official University documents. These include, but are not limited to, the University drop, withdrawal, tuition refund, grading and attendance policies. In addition, all students must comply with the rules set forth by instructors.
- * Courses taken at UWEC become a part of the student's permanent university record and may affect subsequent admission eligibility to postsecondary institutions.

PROCEDURES FOR BILLING AND PAYMENT OF TUITION AND FEES

Under the provisions of the Youth Options Program (100% payment from school) and Course Options Program (50% payment from school), school districts assume responsibility for payment of tuition and fees for students approved by them for high school credit, and who are accepted by and enrolled at the University. The state statutes require payment within 30 days after the completion of the coursework.

High school special students who are not part of the Youth Options Program or Course Options program must submit a registration deposit of \$100 before registration for classes. They will be billed according to the fee schedule listed in the UWEC Timetable.

REGISTRATION, BILLING, AND RESPONSIBILITY FOR PAYMENTS:

Youth Options Program/high school special students should register by following the instructions provided to them by the Office of Admissions. Course registrations are **not** final until billing arrangements are made. Responsibility for payment will be determined at that time.

If responsibility for payment lies with the student and/or parent, normal billing policies and procedures (see University catalog and timetable) will apply. If responsibility lies with the school district, the University will bill the school district according to the University's normal billing schedule.

TEXTBOOK INFORMATION:

Main texts for each course are rented. Some textbooks will need to be purchased. If you drop a class, return your textbook from that class immediately so another student can use it. If you lose the book, you must pay the replacement price of that textbook before you can check out another. Rental materials are due on the last day of final exams, but you can bring books back one at any time. If your rental textbooks aren't returned by the last day of finals, you will be fined. Failure to return your books will increase the fine.

WITHDRAWAL/DROP POLICIES:

If a student drops a course or withdraws from the University, the party responsible for payment of tuition and fees will be responsible for all costs incurred to the date of the drop/withdrawal based on the University's refund policy.

FINANCE CHARGES:

If the party responsible for payment of tuition and fees fails to comply with the payment schedule, finance charges will accrue on the balance due from the billing due date.