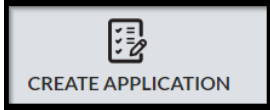


# How to Apply as a "Special Student" to take courses through UW College Courses Online

## Initial Steps:

- a). Go to [apply.wisconsin.edu](http://apply.wisconsin.edu)
- b). Register as a new user or if you already have an account, log-in

c). Click the



Icon

## Instructions:

1. Identify whether you have completed a high school diploma/HSED/GED.

### High School/Secondary School/GED/HSED/Home Schooled:

- Not yet completed (no high school diploma/HSED/GED yet)
- Already graduated (have high school diploma/HSED/GED)

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2. Identify whether you have previous college-level coursework. This represents what you have already done or are currently have in progress, it is NOT what you are seeking

### Post-Secondary Education:

- No college courses
- Some college courses [taken or will take before enrollment - do not include AP, IB, or CLEP courses]
- Undergraduate degree (4-year bachelor) [have or will have before enrollment]
- Graduate degree (Master, Doctoral, Specialist, Professional)

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3. For REASON FOR APPLYING, click the "Special/Non-Degree" option. Even if you are pursuing a degree at another institution, you will need to click this option.

### Reason for Applying:

- Undergraduate Degree, Certification or Certificate  
You want to take undergraduate-level courses to complete an associate (2 year) degree, bachelor's degree or equivalent required).
- Special/Non-degree  
You want to take college courses for personal or professional fulfillment, and are not seeking a degree
- UW Flexible Option Online Degree or Certificate  
UW Flexible Option offers a variety of online degree and certificate programs in partnership with UW-  
interest is a **UW Flexible Option program**.

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4. For the APPLYING TO section, choose either **UW Fox Valley** or **UW Fond du Lac** from the drop down list

### Applying To

- UW-Baraboo/Sauk County
- UW-Barron County
- UW Colleges Online
- UW-Eau Claire
- UW-Fond du Lac
- UW-Fox Valley
- UW-Green Bay
- UW-La Crosse

5. Identify whether you are a U.S. Citizen

**Citizenship:**

Are you a U.S. Citizen?

Yes

No

Other

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6. For REASON FOR APPLYING, choose "Visitor/Guest student at the undergraduate level."

**Reason for Applying:** ?

Visitor/guest student at the undergraduate level

Undergraduate courses for personal/professional enrichment

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7. For APPLYING AS, choose the "Special Student" option.

**Applying As:** ?

Special Student

Senior (Over 60) Auditor

Auditor

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8. Choose the term you would like to take UWCCO courses.

**Semester or Term you Plan to Enter:**

- Select a value -

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9. SUMMARY – review the information and make sure everything is correct.

10. Click on each individual application section and complete the information. You will receive a green check mark once the section is complete. When all information is complete, click the "Submit Application" button

UNDERGRAD SPECIAL STUDENT APPLICATION - FALL 2019

Valid	Invalid	To-do
		! CAMPUS SPECIFIC
✓		PERSONAL INFORMATION
✓		PERSONAL INFORMATION (CONT'D)
		! ADDRESS
		! HIGH SCHOOL
		! HIGH SCHOOL OF GRADUATION
		! HIGHER EDUCATION
		! RESIDENCY FOR TUITION DETERMINATION
		! RESIDENCY: APPLICANT
		! RESIDENCY: EMPLOYMENT
		! RESIDENCY: PARENT/GUARDIAN
		! RESIDENCY: PARENT/GUARDIAN ADDRESS
		! SUBMIT APPLICATION