

# GENERAL INFORMATION (GRADUATE)

## Your Responsibilities as a Student

### UW-Whitewater Communication via email

UW-Whitewater uses e-mail to communicate with students on many important matters such as their tuition billing. The university automatically assigns each student an official UW-Whitewater e-mail account when you enroll. You are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to your UW-Whitewater e-mail account.

### Keep Your Mailing Address Up To Date

To receive important information, be sure your current addresses are update.

- Mail Address - update via WINS
- Home Address - update via WINS
- Residence Hall Address - contact Residence Life Office
- Billing Address - contact Student Financial Services

### Check Your Schedule

After registering, students should print a copy of their WINS class schedule and verify enrollment. Corrections to your class schedule must be made in WINS by published add/drop deadline(s) to avoid academic and/or financial penalties. Nonattendance does not exempt you from such penalties.

### Academic Advising Report (AAR)

To be eligible for an graduate AAR, you must be admitted to an graduate degree program. You are required to meet all degree requirements in effect at UW-Whitewater at the time of declaration of your current major.

### Are You Graduating This Term?

If you expect to complete your degree in the fall/spring term, you must complete a Graduation Application in the School of Graduate Studies (graduate student). You are also required to pay the graduation fee even though you may elect not to participate in the commencement exercises. Contact the School of Graduate Studies for the application.

## Registration Information for Students

Registration is based on the number of cumulative credits that students have completed and earned (credits in progress do not count). To find your earliest date and time to register, sign in to WINS and look under **Enrollment Dates**. If you have a registration hold, it must be cleared by the office that placed it before you will be able to register for classes. Use the on-line, web-based WINS (<http://www.uww.edu/wins/>) system to register for classes.

Students who enroll in classes with UW-Whitewater have certain financial obligations and are responsible for knowing and abiding by all UW-Whitewater regulations, procedures, and academic calendar dates as stated in the term Schedule of Classes (<http://www.uww.edu/registrar/schedule-of-classes/>) and the Graduate Catalog (<http://www.uww.edu/registrar/course-catalogs/>). Deadlines for adding and dropping classes, changing class grading bases and withdrawing from the university are published as part of the Schedule of Classes (<http://www.uww.edu/registrar/schedule-of-classes/>). Students must adhere to the deadlines to take advantage of tuition/fee refunds and to avoid

academic consequences. Nonattendance does not exempt students from their financial and academic responsibilities.

UW-Whitewater uses e-mail to communicate with students on many important matters such as tuition billing (e.g., bills are sent only to the student's UW-Whitewater email account, they are not sent through postal mail). Students are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to their UW-Whitewater e-mail accounts (<http://www.uww.edu/icit/policies-agreements/email-policy/>).

Problems associated with accessing WINS or student email accounts can be addressed by the iCIT HelpDesk (<http://www.uww.edu/icit/get-help/>).

**If you have a registration hold, it must be cleared by the office that placed it before you will be able to enroll in classes.**