



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Your Guide to Summer Session 2012 at UW-Madison

Information for summer students and advisors

Admission and Enrollment Info, pp. 1-9, 15-16

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Credit class schedule online at registrar.wisc.edu/schedule_of_classes.htm

Welcome to UW-Madison Summer Session 2012

A diverse group of students attend UW-Madison Summer Session for a variety of reasons. Some of the people who find summer an especially exciting and useful time for learning at UW-Madison, and off campus, are:

University Special and Guest students, including:

- People in a range of professions, such as teaching, human services, engineering, business, and many others
- People considering or in the midst of a career change
- Visitors from another college or university
- Wisconsin seniors 60 and older, who audit lecture classes free

Current UW-Madison students who want to:

- Take a special program available only in summer
- Expand their horizons by studying elsewhere in the U.S. and in Canada, Latin America, and a dozen countries around the world
- Finish their degree sooner

More than 1,000 courses throughout the summer:

- Summer Sessions vary in length from one to 14 weeks. The most popular is the Eight-Week General Session, June 18 through August 10.
- Explore the summer Schedule of Classes posted at registrar.wisc.edu/schedule_of_classes.htm

The online Schedule of Classes is up-to-date and searchable by keyword, department, mode of instruction (such as Internet only), session dates, time of day, and more. For more in-depth information about classes, the new Course Guide provides a searchable catalog with course details. The Schedule of Classes is also available as a dated PDF that can be viewed or printed.

- Current students will find more features and take their first step toward enrollment by accessing the Schedule of Classes through MyUW and their Student Center. See page 3, Class Search.
- Not currently a student at UW-Madison? Review Admission information on pages 1-2.

Admission

Admission procedures and contacts vary slightly depending on your student status.

Not currently a UW-Madison degree student?

University Special students

Contact Adult Career and Special Student Services (ACSSS), 608-263-6960, advising@dcs.wisc.edu; www.dcs.wisc.edu/info; 21 N. Park St, Suite 7101.

If you are not currently working toward a UW-Madison degree and wish to take courses for credit, this is the option for you. Academic advisors are available at ACSSS to answer your questions. University Specials who meet all prerequisites may enroll for credit classes as space permits. Visit www.dcs.wisc.edu/info/univspec.htm to apply for admission or learn more about University Special student status. Special students enrolling in Summer Session include:

- Students taking programs available only in summer, such as formal study abroad, Teacher Enhancement, Advanced Placement Institute, and foreign language programs
- Visitors from another college or university (one-term-only option) who plan to return to their home institution
- Students taking courses for professional or personal enhancement
- Students completing prerequisites or other preparation for graduate or professional school
- Qualified high school students going into their junior or senior year
- Students in UW-Madison Certificate programs

Guest auditors

If you are an adult and wish to audit (sit in on) university lecture courses at a reduced cost and without earning academic credit, then this classification may be for you. To apply or learn more about Guest auditor status, contact ACSSS (see above) or visit www.dcs.wisc.edu/info/guests.htm. If you receive SSDI or SSI disability insurance, you may qualify for a tuition waiver.

Senior Guest auditors

Wisconsin residents age 60 and older can audit university lecture courses free if:

- You are 60 years old by the first day of class
- You are a Wisconsin resident as defined by Wisconsin Statute 36.27(2)(e)
- Space is available in the class
- The instructor approves

To apply or learn more about Senior Guest auditor status, contact ACSSS (see above) or visit www.dcs.wisc.edu/info/audit60.htm.

Audited courses—AU will appear in place of number of credits—are graded either S (Satisfactory) or NR (No Report) for Guest auditors and Senior Guest auditors. 1

Degree-seeking students not yet admitted to UW-Madison or in need of re-entry:

Undergraduate degree: Office of Admissions, 608-262-3961, onwisconsin@admissions.wisc.edu; www.admissions.wisc.edu; 702 W. Johnson St, first floor, Madison, WI 53715.

Graduate degree: Graduate School, 608-262-2433, gradadmiss@grad.wisc.edu; www.grad.wisc.edu; 228 Bascom Hall, 500 Lincoln Dr, Madison, WI 53706.

International students

The DS-2019 or I-20 typically is not provided to University Special international students unless you are in a formal exchange program or in our full-time English as a Second Language program. If you have questions about whether you would be eligible for a DS-2019 or I-20, please contact ACSSS. International students who are on F-1 and J-1 visas from other U.S. institutions and who will be returning there for the fall semester may be eligible to attend UW-Madison during the summer without new visa papers. If you arrive on campus with a UW-Madison-issued I-20 or DS-2019, you must check in with the Office of International Student Services: 716 Langdon St, 608-262-2044, iss.wisc.edu; ISS provides advising to international students on visas.

Full-time English as a Second Language students

Apply directly to the English as a Second Language (ESL) Program at www.english.wisc.edu/esl; if you have questions, please contact askesl@wisc.edu, 608-263-3780.

English proficiency

Except for full-time ESL applicants, all international students must meet minimum English-language proficiency requirements: TOEFL score of 550+ (paper test), 213+ (computer based) or 80+ (Internet based). Questions, contact ACSSS.

Student Health Insurance Plan (SHIP)

All international students, regardless of visa type, must purchase the SHIP plan or file a request for waiver of the plan based on other insurance coverage. See uhs.wisc.edu; if you have questions, contact shipmail@uhs.wisc.edu, 608-265-5232.

UW-Madison students

Continuing UW-Madison students

If you are currently a degree-seeking undergraduate or graduate student at UW-Madison, check the Student Center in MyUW for your earliest enrollment time.

Incoming UW-Madison freshmen

If you're a new UW-Madison freshman admitted for fall and you want to take a summer class, contact the Office of Admissions to request changing your term-of-admission to summer: 608-262-3961, onwisconsin@admissions.wisc.edu; www.admissions.wisc.edu; 702 W. Johnson St, first floor, Madison, WI 53715.

Enrollment

Enrollment information: registrar.wisc.edu/

Once admitted, students prepare to enroll using the following information.

Enrollment Date

Newly admitted students for Summer 2012 will receive an Invitation to Enroll from the Registrar. It is sent via email or U.S. mail if necessary. Students should check their Student Center in the MyUW Madison portal for their earliest Enrollment Time. Enrollment Helpline: 608-262-0920, M-F 7:45 am–4:30 pm; or email webenroll@em.wisc.edu.

Earliest Enrollment Date by Classification

Grads; Meds, Law, Vet Med, UNCS	Monday, March 26
Seniors; Pharm	Tuesday, March 27
Juniors; UNIS	Wednesday, March 28
Sophomores	Thursday, March 29
Freshmen	Friday, March 30
University Special students	Monday, April 9
Guest students.....	Tuesday, May 29

Dates subject to change. Check registrar.wisc.edu/enrollment_release_schedule.htm for most up-to-date enrollment schedule.

You may begin enrolling at your assigned Enrollment Appointment Time, and up through each session’s class-add deadline. To enroll after the add period for a course, you will need department and/or dean’s permission. See the Permission Chart and Key Deadlines on pages 15-16.

Class Search

Search for available classes using the “Class Search” function in your MyUW Student Center. (View the enrollment demo at registrar.wisc.edu/demos.htm.) Review courses for open seats, times, exam times, prerequisites, and department and course notes. (If you are not yet admitted, you may use the Public Class Search at registrar.wisc.edu/schedule_of_classes.htm.)

Wishlist

After browsing via Class Search, the “Wishlist,” located in the MyUW Student Center, can help you with course planning and enrollment. Wishlisting does not save a seat in the class, and a class may close before your enrollment time. But it speeds the process when your enrollment time arrives and allows you to check in advance if you meet the course prerequisites or restrictions. Very important: Follow the steps to use the “Validate” button to determine in advance of your enrollment time if you match requirements. Many classes cannot be added until you are authorized by the instructor. This is called receiving a “Class Permission.” Use Wishlist well in

Your three key UW-Madison “IDs”:

Student Campus ID Number

The 10-digit student campus identification number is an essential part of your record and will appear on your permanent record. It is provided in your admission letter or email. You need this number to activate your NetID, to enroll, and to use student services. If you have a question about your Student Campus ID Number, go to the Registrar’s Office in the Student Services Tower, 10th floor, #10101, 333 East Campus Mall; M-F 7:45 am–4:30 pm. Bring valid identification (driver’s license, passport, or state ID).

NetID

Your NetID is created for you when you activate your MyUW account. It is based on your name and will be used to access the MyUW Madison portal and your WiscMail. To activate it, go to my.wisc.edu and click Activate My NetID. Enter your 10-digit student campus ID number and birthdate. The NetID you create and password you enter are keys to your access to the MyUW portal, so make a record of them and keep them private. The NetID also corresponds to your WiscMail address. Your new email for official campus communication is: NetID@wisc.edu.

Photo ID—WisCard

Your Wiscard will display your 10-digit student campus ID number and a picture of you taken at the Photo ID office. You must be enrolled and have valid identification (driver’s license, passport, or state ID) to obtain it. The Wiscard Office is located in Union South Room 149, M-F, 8:30 am–5:00 pm. Confirm summer hours at wiscard.wisc.edu or call 608-262-3258.

advance to check it out and, if necessary, to take steps to have a permission entered by the department. You want to see a green “OK to add” message. Do this early.

Once your Enrollment Appointment Time arrives, you may submit your saved Wishlist classes for enrollment. Also use Wishlist to see how an additional course fits the Planning Grid in your Student Center.

Web enrollment through the Student Center in MyUW

Students enroll via the Web through MyUW (my.wisc.edu)—a secure gateway to personal records, campus information, and services, such as WiscMail, My WebSpace, and tuition accounts. The Student Center module is the site for searching classes and enrolling in courses. You must activate your NetID (see above) to access it.

Once you have activated your NetID, log on to MyUW (my.wisc.edu) using your NetID and password. Locate your new WiscMail email account and the Student Center. Confirm your earliest enrollment time and search for available courses, open sections, and confirm your eligibility. (See Wishlist, page 3.) Note about

WiscMail: The Registrar, Bursar, deans' offices, and others will only use WiscMail to correspond with students. You may change your preference to forward your Wisc-Mail to a work email or personal email used frequently. Information about mail forwarding can be found under the Manage Account link in WiscMail.

Credit-Load Maximums

The maximum credit load for Special students is 12 credits for the entire summer term.

Session-specific limits follow the rule of one credit per week of instruction, except: nine credits are allowed in the Eight-Week General Session. Obtain permission from your dean to carry an overload. If you exceed session limits you may be dropped from all courses that exceed limits.

Independent Study Course Enrollment

All individualized study courses, e.g. research or independent study, require instructor and department approvals before enrolling. Obtain permission from the instructor prior to enrollment. Enrollment class numbers change each term.

Basic Enrollment Actions

Enrollment actions, including those listed below, are accomplished in your MyUW Student Center. Go to registrar.wisc.edu/demos.htm for demos and tutorials on basic enrollment actions.

Add and Drop Courses

Add and drop courses via your MyUW Student Center during a session's add and drop period. After that deadline you need approval from the department and your academic dean. See charts on pages 15 and 16.

Verify Your Enrollment

It is your responsibility to make sure your enrollment is accurate. Verify your enrollment by viewing your class schedule within your MyUW Student Center. Print out a grid of your class schedule. As an enrolled student you are responsible for payment of all fees/tuition and for grades in these courses unless you officially drop them or withdraw from the university by the appropriate deadlines. Not ever attending a course or viewing the tuition bill does not release you of these responsibilities. If you are enrolled, you are obligated. Specific deadlines for dropping each course with or without full or partial tuition adjustment are found in the MyUW Student Center: click on the calendar icon next to the class section.

View Textbook and Course Materials Required

Some instructors will post textbook and course material information into MyUW (typically 2-3 weeks before a term). If they do so you may view the listing via the textbook icon in the Public Class Search course information page; Or, click on the textbook link in the MyUW Student Center-Class Search or Course Enrollment. Bookstores are provided in this listing too. (See University Book Store, page 14.)

Making Course Changes

After enrolling you may need to make changes to your courses. These may include:

- changing the number of credits you are enrolled for in a variable credit course
- changing a course grade status from credit to audit
- electing to take a class on a pass/fail basis

To make any of these changes use the request forms (see instructions below) in your MyUW Student Center. Consult your Dean's Office (p. 15) with questions about deadlines (p. 16) and procedures for any enrollment actions. You may need to print out copies of these requests and have instructors and/or advisors sign before submitting to your Dean's Office.

For credit changes to variable credit courses, use Edit under the Course Enrollment tab in your MyUW Student Center.

For changing from credit to audit or to elect pass/fail, use the Course Change Request found in your MyUW Student Center by clicking on Term Information under Course Enrollment.

For additional help and demos:

registrar.wisc.edu/enrollment_information.htm

Withdrawing from the University

Before the first day of classes, you may cancel your enrollment by dropping all courses via your MyUW Student Center. If you drop all courses before a session begins, no evidence of enrollment appears on the transcript and no fees are billed. On or after the first day of classes, you must submit a Withdrawal Form, available at registrar.wisc.edu/students.htm.

1. Submit completed Withdrawal Form to your academic dean's office listed on the form and the Permission Chart on page 15.
2. The Registrar's Office determines fees-assessed or refund-due according to the official date on the Withdrawal Form. The official withdrawal-date is established in one of the following ways:
 - a. The day you inform the dean's office that you wish to withdraw. The official withdrawal-date should be established by the dean's office at the time of your request, even though an interview may be required before final approval.
 - b. The postmark date on a letter requesting withdrawal, if you withdraw by mail.
3. If you fail to withdraw officially and fail to pay fees, you are prohibited from future enrollment and still owe fees.
4. If you drop your only course, you are withdrawn as of the effective date of the drop except during Three-Week Early Session, in which case the drop is processed but your enrollment remains "active" until close of enrollment for Eight-Week General Session.

5. If you withdraw but later decide to add courses in subsequent sessions, contact your academic dean's office to have the withdrawal cancelled and become eligible to add courses.
6. UW-Madison photo IDs are invalid upon your withdrawal.

Tuition and Fees

Tuition and fee schedule: registrar.wisc.edu/tuition_&_fees.htm

Payment details and policies: www.bussvc.wisc.edu/bursar/bursar.html

How much do I owe? When and where do I pay?

View the entire tuition and fee schedule, as well as payment details and policies, at the websites listed above.

Tuition bills are no longer mailed to students. After enrollment your bill can be viewed in the MyUW Student Center—Make ePayment/View eBill tab. (You may set up others for eBill and ePayment access by clicking Authorized Payer Setup.)

The Bursar does not accept credit cards, debit cards, or partial payment plans. You may pay via eCheck from within your MyUW Student Center account. Or mail to or drop off a check at the Bursar's Office: 333 East Campus Mall, 10th floor Student Services Tower, Suite 10501. Window hours are: 7:45 am–4 pm, M-F. There is also a drop box on the first floor near the elevator, with access to the Student Services Tower until 9 pm. Phone 608-262-3611.

Tuition and fees must be **received** (not postmarked) by the due date on your bill, or you will be assessed a \$100 late fee by the Bursar's Office. A hold also will be placed on your record until your bill is paid. This hold will block future enrollment and your ability to obtain a transcript. If you feel there are mitigating circumstances involving your late payment, you must appeal your fee using the Bursar's appeal process: See www.bussvc.wisc.edu/bursar/latepay.html.

Grades and Transcripts

Grades: registrar.wisc.edu/grades_and_gpa.htm

Transcripts: registrar.wisc.edu/transcripts.htm

UW-Madison Official Scale of Grades

GRADE	PER CREDIT
A (Excellent)	4
AB (Intermediate Grade)	3.5
B (Good)	3
BC (Intermediate Grade)	2.5
C (Fair)	2
D (Poor)	1
F (Failure)	0



Exclusions from the Grade Point Average (GPA)

Find information on courses taken pass/fail, credit/no-credit, incompletes, audited courses and other grading policies at registrar.wisc.edu.

Repeating a Course (whether failed or not)

Undergraduates may repeat any course once; all grades and grade-points are included in GPA, but credits count only once for any other purpose. Academic programs have specific rules. Consult your dean's office for requirements.

You may repeat a course for which you have credit; these courses count for credit only once.

Pass/Fail Option

Confirm the deadline for requesting pass/fail with your school/college at your academic dean's office. University Special students contact Adult Career and Special Student Services, 608-263-6960.

The instructor is not aware the course is being taken as pass/fail and submits a grade. For courses taken under the pass/fail option, the grade of S is recorded by the Registrar in place of instructors' grades of A, AB, B, BC, C; the grade of U is recorded by the Registrar in place of instructors' grades of D or F. Neither the S nor the U is used in computing the grade point average.

Grade Reporting

Students may view grades in MyUW Student Center as soon as entered by an instructor and print out a final grade report or request a copy.

Official Transcripts

ordertranscript.wisc.edu

Official Transcripts bear the University seal and the Registrar's signature and show all course work completed, courses in progress, and grades received, but not internal University memoranda. You may request Official Transcripts through the MyUW Student Center via the My Academics link, by mail, or in person at 333 East Campus Mall, Suite 10101. Bring one form of picture identification, preferably your student ID.

Unofficial Student Records

Unofficial transcripts are also known as student records. Along with course information, student records include student memoranda (e.g., disciplinary information, grade changes) and are not printed on official transcript paper. Students can request an emailed copy of their student record through their MyUW Student Center. Student records/unofficial transcripts are also available in person by visiting the Office of the Registrar.



333 East Campus Mall. Photo: Bryce Richter,
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Campus Resources and Services

Campus Services

Adult Career and Special Student Services (ACSSS) provides counseling and information for returning adults and others making educational and career decisions. Services include information programs at community sites, financial assistance resources, and workshops. The office also is the admission and academic dean's office for University Special students. Open weekdays, 7:45 am-4:30 pm (Tues. 7:45 am-7 pm).

608-263-6960, advising@dcs.wisc.edu; www.dcs.wisc.edu/info; 21 N. Park St, Suite 7101

Child Care Tuition Assistance Program (CCTAP) assists student parents with child-care expenses. Aid is based on financial need. If awarded, payments are made directly to the approved licensed or registered child-care provider. CCTAP applications are available online at www.occf.wisc.edu. Open M-F, 8 am-4 pm; to ensure availability please call for an appointment.

Daron Nealis, 608-265-9662, dnealis@provost.wisc.edu; www.occf.wisc.edu;
611 Eagle Heights, Room 148

Office of Child Care and Family Resources (OCCFR) provides excellent campus-area child care programs and services for faculty, students, and staff. Open M-F, 8 am-4 pm.

Lynn Edlefson, 608-262-9715, ledlefson@provost.wisc.edu; occf.wisc.edu;
611 Eagle Heights, Room 148

Counseling and Consultation Services (CCS) provides personal, career, and learning-skills counseling to enrolled students. Services include individual counseling, crisis intervention, group counseling; relationship counseling; and alcohol, tobacco, and other drug abuse services. A nominal fee is charged for tests and materials. Open Mon, Tues, Thurs, Fri, 8:30 am-5 pm (Wed, 9 am-5 pm).

608-265-5600; uhs.wisc.edu; 333 East Campus Mall, 7th floor

McBurney Disability Resource Center staff work with students, staff, and faculty to develop disability-related services, including alternative testing, notetakers, interpreters, Braille/electronic/audiotaped materials, counseling and training, information, and referral. Request assistance at least four weeks before classes for document conversion and interpreters. Open M-F, 8 am-4:30 pm.

608-263-2741 (TTY 263-6393; 711 via relay), fax 608-265-2998, mcburney@studentlife.wisc.edu; mcburney.wisc.edu; 702 W. Johnson, Suite 2104

Office of Student Financial Aid can assist you with summer school expenses. To be eligible you must be enrolled at least half time in a session of at least four weeks. If you receive a student loan during the summer it may affect the maximum amount you can borrow during the academic year. Indicate your interest in summer financial aid on the Financials tab at MyUW. If you complete all forms after mid-April, be prepared to pay beginning-of-summer costs on your own.

Job opportunities are posted daily on the web; no special application is required. Small short-term loans are available for emergencies; to qualify, you must be currently enrolled, have a verifiable source of repayment, and be able to repay the loan by the end of Summer Session.

608-262-3060, finaid@finaid.wisc.edu; finaid.wisc.edu; 333 East Campus Mall, Suite 9701

University Health Services (UHS) includes counselors, nurses, physicians, psychologists, prevention specialists and other health-care professionals. All UHS staff specialize in caring for students and understand the challenges students face. Most UHS services are prepaid as part of summer tuition and fees.

608-265-5600; uhs.wisc.edu; 333 East Campus Mall, 5th and 6th floors

Housing

Applications for Summer Session housing, and summer rates, are available in early February. If you have a University Housing contract for the 2011-12 academic year, you have priority for 2012 summer housing; all others are first come, first served.

608-262-2522, www.housing.wisc.edu/assignments/applications_summersession.php; Slichter Hall, 625 Babcock Dr

Also check the Visitor and Information Programs (see below) online listings of campus-area housing vacancies, including overnight accommodations for people attending very short sessions and rooms in privately owned residence halls. See campusareahousing.wisc.edu.

Summer Jobs on Campus Come join our student employment team at University Housing this summer! We offer a variety of positions and work schedules, convenient campus locations, and friendly coworkers. Applications will be accepted starting February 1; for priority consideration apply by February 8. Applications will be accepted until all positions are filled. See www.housing.wisc.edu/jobs.

Academic Support/Information

Visitor and Information Programs (VIP) is UW-Madison's centralized information and referral service. Services include walk-in, phone, and email information; a Web link to comprehensive FAQs; off-campus housing listings; maps, tours; and UW-Madison's Parent Program.

Locations and hours:

Campus and Community Information Welcome Desk, Union South, 1308 W. Dayton St; hours: 7:30 am-10 pm daily; hours may vary during holidays and university breaks.

Welcome Center, 21 N. Park St; hours: M-F 8 am-4 pm; hours may vary during holidays and university breaks. 608-263-2400, askbucky@uwmad.wisc.edu; www.vip.wisc.edu

Division of Student Life: These offices implement programs, policies, and services designed to foster the holistic learning of undergraduate, graduate, and professional students.

- Central administration: 608-263-5700, dean@studentlife.wisc.edu; www.students.wisc.edu; 70 Bascom Hall, 500 Lincoln Dr
- Associated Students of Madison, 608-265-4276; 333 East Campus Mall, Suite 4301
- Center for First-Year Experience, 608-263-0367, newstudent@studentlife.wisc.edu; 21 N. Park St, Suite 6301
- Center for Leadership and Involvement, 608-263-0365, cfl@studentlife.wisc.edu; 716 Langdon St, 3rd floor Red Gym
- GUTS Tutorial, 608-263-5666, guts@rso.wisc.edu; 333 East Campus Mall, Suite 4413
- International Student Services, 608-262-2044, iss@studentlife.wisc.edu; 716 Langdon St, Room 217
- LGBT Campus Center, 608-265-3344; lgbt@studentlife.wisc.edu; 123 Red Gym, 716 Langdon St
- McBurney Disability Resource Center, 608-263-2741 (TTY 263-6393; 711 via relay), fax 265-2998, mcburney@studentlife.wisc.edu; 702 W. Johnson, Suite 2104
- Multicultural Student Center, 608-262-4503, 716 Langdon St, Room 249
- Student Assistance and Judicial Affairs, 608-263-5700, dean@studentlife.wisc.edu; 75 Bascom Hall, 500 Lincoln Dr

Student Veteran Services provides information on state and federal benefits for student veterans, reservists, National Guard members, and eligible dependents.

608-265-4628; 333 East Campus Mall, Suite 10301; students.wisc.edu/veterans/veterans.html

Wisconsin veterans attending summer school should also contact the Dane County Veterans Service Office (CVSO), 608-266-4158.

The Writing Center staff help you with writing assignments by discussing ways to get started and organized, and by providing professional feedback. The Center also offers small-group workshops on specific writing issues. Tentative summer hours: Three-Week Early Session, Mon-Thurs 1-4 pm; Eight-Week General Session, Mon-Thurs 10 am-4 pm.

608-263-1992; writing.wisc.edu; 6171 Helen C. White Hall, 600 N Park St

Leisure, Arts and Recreation

UW-Madison Arboretum maintains the oldest and most varied collection of restored ecological communities in the world and offers tours and classes.

608-263-7888, info@uwarboretum.org; uwarboretum.org; 1207 Seminole Hwy

Chazen Museum of Art opened a major expansion in October 2011. The museum presents 10-15 temporary exhibitions a year and displays works in the permanent collection from the ancient world through modern times. Free admission; handicap accessible. Closed Mondays.

608-263-2246; chazen.wisc.edu; 750 University Ave

Wisconsin Union blends study and leisure, providing recreational, cultural, educational, and social opportunities. www.union.wisc.edu

- **Memorial Union**, 608-265-3000, 800 Langdon St
- **Union South**, 608-890-3000, 1308 W. Dayton St

Recreational Sports Learn more at recsports.wisc.edu.

- **Camp Randall Sports Center (Shell)** features four basketball courts, a full-size indoor track, cardio and weight-training equipment, and an indoor ice rink.
608-263-6566, 1430 Monroe St
- **Natatorium/Unit II Gymnasium (Nat)** houses basketball, volleyball, badminton, and racquetball courts; weight, circuit, and general exercise rooms; and a 25-yard racing pool and a diving well.
608-262-3742, 2000 Observatory Dr
- **Nielsen Tennis Stadium** features 12 indoor and six outdoor tennis courts, and six squash racquet courts.
608-262-0410, 1000 Highland Ave
- **Southeast Recreational Facility (SERF)** offers basketball and racquetball courts, cardio-exercise and weight rooms, a running track, and a pool.
608-262-8244, 715 W. Dayton St

Libraries

UW-Madison Libraries make it easy to search for information in one of the largest library systems in the country. Access more than 650 databases containing hundreds of millions of citations.

608-263-3193; library.wisc.edu

Wisconsin Historical Society Library, the campus North American history library, is open to University students, faculty and staff, and the public.

608-264-6535; historical.library.wisc.edu; 816 State St

Parking and Transportation

Metered parking: Lot 1, Memorial Union (Langdon St); Lot 6, H.C. White (Park St/Observatory Dr); Lot 7, Grainger Hall (Johnson /Brooks Sts); Lot 36, Steenbock Library (Observatory Dr); Lot 43, (Observatory/Linden Drs); Lot 46, SE ramp (Lake /Johnson Sts)

Attended-booth lots: Lot 7, Grainger Hall (Johnson/Brooks Sts); Lot 17, Camp Randall (Engineering Dr/Randall St); Lot 20, Medical Sciences Center (University

Ave); Lot 29, Welcome Center (Regent/Park Sts); Lot 80 Union South (Randall/Dayton Sts); Lot 83, Fluno Center (University Ave/Frances St)

City of Madison attended-booth ramps: Lake St. and Frances St

UW Hospital and Clinics parking ramp: in front of Clinical Science Center, 600 Highland Ave

UW Transportation Services, 608-263-6666; transportation.wisc.edu

The main campus **buses**, Routes 80, 84 and 85, are free and travel to most campus locations. For routes and schedules see the UW Transportation Services website above. SAFERide buses: Routes 81, 82. Summer Session students enrolled for credit are eligible for a bus pass providing unlimited access to Madison Metro's bus/paratransit system. See www.asm.wisc.edu/buspass.html; 333 East Campus Mall, Suite 4301; 608-263-3950.

Biking is an efficient and economical way to get around campus and beyond. With more than 30 miles of routes, you can get almost anywhere in Madison. See www.cityofmadison.com/bikeMadison.

Police and Security

The University Police Department provides police services and a 9-1-1 communications center, 24 hours a day, 365 days a year. The department also provides non-emergency transportation of students to the University Health Center or to any local hospital emergency rooms.

Emergency: 9-1-1, other 608-264-2677; uwpd.wisc.edu; 1429 Monroe St

SAFWalk provides walking escorts to campus areas, 8 pm-1 am; SAFERide Cab provides cab service within a two-mile radius of campus, 10:30 pm-3 am. A UW ID card is required when using these services; 608-262-5000.

Technology Services

Division of Information Technology (DoIT) coordinates computer, networking, telephone, video, and other technology services at UW-Madison.

DoIT's Help Desk: 608-264-4357 (HELP); help@doit.wisc.edu;
<https://kb.wisc.edu/helpdesk>

Walk-in Help Desk, 1210 W. Dayton St; M-F 7:45 am-5 pm; Satellite walk-in Help Desk; Memorial Union, M-Th 10 am-8 pm, Fri, 10 am-5 pm, Sun noon-8 pm; Health Sciences Learning Center, M-F 7:45 am-5:30 pm, Sat 10 am-3 pm.

University Book Store

The Bookstore sells UW textbooks (online and in the store basement), general books, UW athletic wear and other clothing, office supplies, art supplies, Madison Metro bus tickets/passes, and more. Textbooks purchased at the beginning of the term may be returned for a full refund with register receipt according to posted deadlines. Hours M-Th 9 am-7 pm, F-Sat 9 am-5:30 pm, Sun 12-5pm.

711 State St., Madison, WI 53703; www.uwbookstore.com, 608-257-3784, 800-993-2665

Obtaining Permission for Enrollment Actions

Some enrollment actions such as late enrollment, pass/fail, credit/audit may require permission. Contact your Academic Dean's office regarding deadlines and procedures:

Type of Student	Academic Dean's Office
Grad Students	217 Bascom Hall
Law Students	5105 Law
Medical Students	2150 HSLC
Pharm D Students	1203 Rennebohm Hall
Physical Therapy, Doctor of	5185 Med Sci Center (MSC)
Master of Public Health	1140 Med Sci Center (MSC)
Veterinary Medicine	Rm 2268, 2015 Linden Dr
Undergrad and College Special Students:	
Ag and Life Sciences	116 Ag Hall
Business	3150 Grainger Hall
Education	139 Education Bldg
Engineering	2620 Engineering Hall
Engr First Year	1150 Engineering Hall
Human Ecology	B312 Sterling Hall
Letters & Science	155 WS Middleton Bldg
Medicine (Undergrad)	1140 Med Sci Center (MSC)
Nursing	K6/146, Clinical Sci Center
Pharmacy	1203 Rennebohm Hall
Division of Continuing Studies:	
University Specials	21 N. Park St, 7101
Guest Students	21 N. Park St, 7101

Key Deadlines (Specific course deadlines are found in your Student Center and Class Search. Click on the calendar icon.)

Session Length	Deadline to Enroll without Late Fee; Add/Drop; Withdraw without Courses on Transcript ¹	Late Enrollment, Dean's Permission & Dept. Approval	Last Day 100% Refund ^{4,5}	Last Day 50% Refund ^{4,5}	Last Day 25% Refund ^{4,5}	Last Day to Drop Courses ²	Last Day to Withdraw ²
>11 Wks	End 1st Week (F)	Beg. 2nd Week (M)	End 2nd Wk (F)	End 4th Wk (F)	None	End 7th Wk (F)	End 9th Wk (F)
11 Wks	End 1st Week (F)	Beg. 2nd Week (M)	End 1st Wk (F)	End 2nd Wk (F)	End 3rd Wk (F)	End 7th Wk (F)	End 9th Wk (F)
10 Wks	End 1st Week (F)	Beg. 2nd Week (M)	End 1st Wk (F)	End 2nd Wk (F)	End 3rd Wk (F)	End 6th Wk (F)	End 8th Wk (F)
9 Wks	End 1st Week (F)	Beg. 2nd Week (M)	End 1st Wk (F)	End 2nd Wk (F)	End 3rd Wk (F)	End 6th Wk (F)	End 7th Wk (F)
8 Wks	End 1st Week (F)	Beg. 2nd Week (M)	End 1st Wk (F)	End 2nd Wk (F)	End 3rd Wk (F)	End 5th Wk (F)	End 6th Wk (F)
7 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	End 2nd Wk (F)	None	End 4th Wk (F)	End 6th Wk (F)
6 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	End 2nd Wk (F)	None	End 4th Wk (F)	End 5th Wk (F)
5 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	End 2nd Wk (F)	None	End 3rd Wk (F)	End 4th Wk (F)
4 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	None	End 2nd Wk (F)	End 3rd Wk (F)	End 3rd Wk (F)
3 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	None	End 2nd Wk (F)	End 2nd Wk (F)	End 2nd Wk (F)
2 Wks	3rd day classes (W)	4th day classes (Th)	End 1st Wk (F)	None	None	End 2nd Wk (F)	End 2nd Wk (F)
< 2 Wks	3rd day classes (W)	4th day classes (Th)	1st day classes (M)	2nd day classes (T)	None	End 1st Wk (F)	End 1st Wk (F)

1. Once classes have begun in a session for which you have enrolled and withdrawn, a statement to that effect will appear on your transcript.
2. Last day to drop courses occurs at end of 9/16ths of a session extended to the following Friday as appropriate; dean's permission required to drop course(s) after this date.
3. Last day to withdraw occurs at end of 3/4ths of a session extended to the following Friday as appropriate; may require dean's permission to drop final course.
4. The refund schedule for withdrawals shall be applied to class drops as well as total withdrawals.
5. It is University policy to deduct from the amount of refund any outstanding indebtedness owed to a University department or agency, or created through the award of financial aid.
6. Pass/Fail and Credit/Audit deadlines and policies vary across schools and colleges, so check with your Academic Dean. A common deadline in summer is the first Friday for sessions one-seven weeks long, second Friday for sessions eight weeks and longer.

A late-payment fee of \$100 will be assessed for a payment made after the due date of your first session.

Summer Session Codes 2012

Session	Begin Date	End Date
1-WEEK SESSIONS		
AAA	5/29/12	6/3/12
BAA	6/4/12	6/10/12
CAA	6/11/12	6/17/12
DAA	6/18/12	6/24/12
EAA	6/25/12	7/1/12
FAA	7/2/12	7/8/12
GAA	7/9/12	7/15/12
HAA	7/16/12	7/22/12
IAA	7/23/12	7/29/12
JAA	7/30/12	8/5/12
KAA	8/6/12	8/12/12
LAA	8/13/12	8/19/12
MAA	8/20/12	8/26/12
2-WEEK SESSIONS		
ABB	5/29/12	6/10/12
BBB	6/4/12	6/17/12
CBB	6/11/12	6/24/12
DBB	6/18/12	7/1/12
EBB	6/25/12	7/8/12
FBB	7/2/12	7/15/12
GBB	7/9/12	7/22/12
HBB	7/16/12	7/29/12
IBB	7/23/12	8/5/12
JBB	7/30/12	8/12/12
KBB	8/6/12	8/19/12
LBB	8/13/12	8/26/12
3-WEEK EARLY SESSION		
ACC	5/29/12	6/17/12
3-WEEK SESSIONS		
BCC	6/4/12	6/24/12
CCC	6/11/12	7/1/12
DCC	6/18/12	7/8/12
ECC	6/25/12	7/15/12

FCC	7/2/12	7/22/12
GCC	7/9/12	7/29/12
HCC	7/16/12	8/5/12
ICC	7/23/12	8/12/12
JCC	7/30/12	8/19/12
KCC	8/6/12	8/26/12
4-WEEK SESSIONS		
ADD	5/29/12	6/24/12
BDD	6/4/12	7/1/12
CDD	6/11/12	7/8/12
DDD	6/18/12	7/15/12
EDD	6/25/12	7/22/12
FDD	7/2/12	7/29/12
GDD	7/9/12	8/5/12
HDD	7/16/12	8/12/12
IDD	7/23/12	8/19/12
JDD	7/30/12	8/26/12
5-WEEK SESSIONS		
AEE	5/29/12	7/1/12
BEE	6/4/12	7/8/12
CEE	6/11/12	7/15/12
DEE	6/18/12	7/22/12
EEE	6/25/12	7/29/12
FEE	7/2/12	8/5/12
GEE	7/9/12	8/12/12
HEE	7/16/12	8/19/12
IEE	7/23/12	8/26/12
6-WEEK SESSIONS		
AFF	5/29/12	7/8/12
BFF	6/4/12	7/15/12
CFE	6/11/12	7/22/12
DFF	6/18/12	7/29/12
EFF	6/25/12	8/5/12
FFF	7/2/12	8/12/12
GFF	7/9/12	8/19/12
HFF	7/16/12	8/26/12

7-WEEK SESSIONS		
AGG	5/29/12	7/15/12
BGG	6/4/12	7/22/12
CGG	6/11/12	7/29/12
DGG	6/18/12	8/5/12
EGG	6/25/12	8/12/12
FGG	7/2/12	8/19/12
GGG	7/9/12	8/26/12
8-WEEK GENERAL SESSION		
DHH	6/18/12	8/12/12
8-WEEK SESSIONS		
AHH	5/29/12	7/22/12
BHH	6/4/12	7/29/12
CHH	6/11/12	8/5/12
EHH	6/25/12	8/19/12
FHH	7/2/12	8/26/12
9-WEEK SESSIONS		
ALL	5/29/12	7/29/12
BLL	6/4/12	8/5/12
CLL	6/11/12	8/12/12
DLL	6/18/12	8/19/12
ELL	6/25/12	8/26/12
10-WEEK SESSIONS		
AJJ	5/29/12	8/5/12
BJJ	6/4/12	8/12/12
CJJ	6/11/12	8/19/12
DJJ	6/18/12	8/26/12
11-WEEK SESSIONS		
AKK	5/29/12	8/12/12
BKK	6/4/12	8/19/12
CKK	6/11/12	8/26/12
12-WEEK SESSIONS		
ALL	5/29/12	8/19/12
BLL	6/4/12	8/26/12
13-WEEK SESSION		
AMM	5/29/12	8/26/12

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Important Dates

Summer enrollment begins March 26 and continues through the add-period for each session. See Earliest Enrollment Date by Classification on page 3.

Memorial Day observed	Monday, May 28
Three-Week Early Session begins	Tuesday, May 29
Eight-Week General Session begins	Monday, June 18
Independence Day	Wednesday, July 4
Eight-Week General Session ends	Sunday, August 12

Exams: Midsession exams are typically held during the scheduled class period. Final exams are held at the last class meeting unless otherwise announced by instructor.



Continuing Studies

UNIVERSITY OF WISCONSIN-MADISON

Your Guide to Summer Session 2012 is published by the Division of Continuing Studies.

Copies of this publication may be picked up at Continuing Studies, 21 N. Park St, Suite 7101; or at the Registrar's Office, 333 E. Campus Mall, Suite 10101. Or call 608-262-1156; email info@dcs.wisc.edu; or download a pdf at www.dcs.wisc.edu/summer.