

Getting UW Madison Credit for Indus Civilization: Research & New Classroom Resources

Intl Studies 620, Section 004
Catalog Title: Topics in International Studies


Step 1

Applying and getting admitted to UW Madison as a Special Student

If you were a special student at UW Madison during spring 2015, you might not need to re-apply. Call Adult Career and Special Student Services (608-263-6960) to check. Current UW Madison students should **not** become special students. They should just enroll for the class using MyUW. Everyone else should follow the steps below.

- Complete and submit the special student application online for the Summer 2015 term. Applications are available online at <https://apply.wisconsin.edu>. Please apply by **March 16th**. Please complete it in full or the process will be delayed. Be sure that you select Nondegree/Special as your *Reason for Applying* and select UNDS as your *Applying As* option. Also, be sure to list **IS 620: Indus Civilizations** for your academic plans.
- Wait to receive a letter from Adult Career and Special Student Services informing you that you have been admitted. Admission takes approximately 1-2 weeks. Please check your email for updates.

Save your admission letter! You will need the 10-digit campus ID number included at the bottom left-hand corner.



**Deadline
to Apply:
March 16**

Have questions about the course? Contact: Rachel Weiss at rweiss@southasia.wisc.edu or 608-262-9224

Have questions about the status of your application? Having trouble completing the online application? Contact Adult Career and Special Student Services, 608-263-6960.

Step 2

Registration authorization

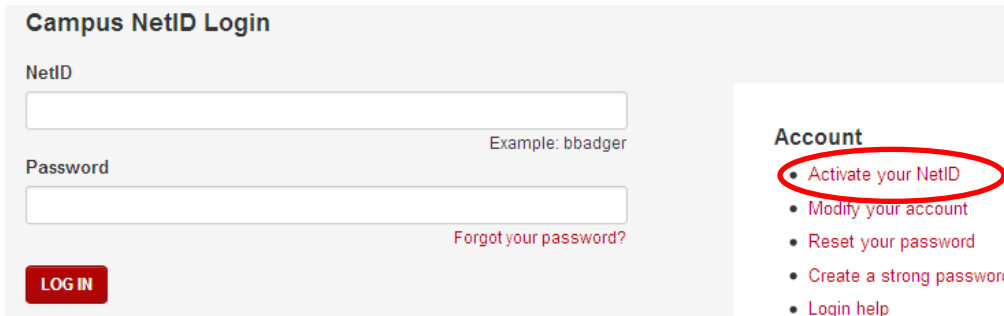
You must register for the workshop and pay the registration fee online, go to: <http://intl-institute.wisc.edu/payment/indus2015/>. Once you have completed that process please contact Rachel Weiss at rweiss@southasia.wisc.edu or 608-262-9224 to request your enrollment permission code. This code will enable you to proceed with the UW credit enrollment process.

Step 3

Activating your NetID and Password to Access MyUW

If you were a UW-Madison student fall 2010 or later you should be able to log into MyUW with your NetID and password, so proceed to Step 4. If you are a new student, or were a student prior to fall 2010, you will need to follow Step 3 to activate your NetID.

- Go to My UW, <https://my.wisc.edu>. (You will need your 10-digit campus ID number and birthdate.)
- Click on the “Activate your NetID” link near the top right of the page:



Campus NetID Login

NetID
 Example: bbadger

Password
 [Forgot your password?](#)

LOG IN

Account

- **Activate your NetID**
- [Modify your account](#)
- [Reset your password](#)
- [Create a strong password](#)
- [Login help](#)

- Once activated, write down your NetID and password. You will need them to enroll.
 - NETID _____
 - Password _____

Trouble activating your NetID? Forgot your Password? Contact the DoIT help desk, 608-264-4357.

Step 4

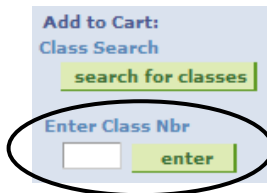
Enrolling in your Class

Please check your MyUW Student Center for your enrollment date and time. Enroll by March 31st to ensure that you do not receive a \$25 late enrollment fee.

- ❑ Go to MyUW, <http://my.wisc.edu>. Input your NetID and password. Click on “Student Center.”



- ❑ A new window will open. Click on “Course Enrollment” link. (If Select Term pops up, choose correct term.)
- ❑ Input the five digit class number, **38515**, in the “Enter Class Nbr” box, then click “Enter.”



- ❑ A new screen will pop-up showing the class you have selected. It should identify the class as **Intl Studies 620, Section 004, Topics in International Studies**. **In the “Permission Nbr” box enter the permission number provided by Rachel Weiss.**
- ❑ Click on “Next”. A new screen will pop-up stating that you have added the course to your enrollment shopping cart.
- ❑ Click the check box next to the course you just added to select it, then click on “Begin Enrolling”. Confirm that the course information is correct and then click on “Finish Enrolling”.
- ❑ If you were able to successfully add the class, a green check mark should appear on the right side of the box under “status”. If you were not successfully able to add the class, a red X will appear under “status”. An explanation of the error is to the left of “status”.

Trouble with Step 4? Contact the Enrollment Help Desk: 608-262-0920 or Adult Career & Special Student Services: 608-263-6960

Step 5

Paying for the credit option for your class: Tuition bill available online

This course charges only segregated fees: \$94.12

- ❑ You will **not** be sent a paper tuition bill via the mail. After you enroll, your bill will be generated and you can view it in the Student Center under the Finances heading. See “View eBill/Make ePayment” to pay online with your checking account.
- ❑ Pay the bill by the deadline, or you will be charged a \$100 late payment fee. You can check the status of your bill and payment via MyUW (<https://my.wisc.edu>) in the “Student Center”.
- ❑ If you stop attending the course or decide not to attend at all, you **MUST** drop the course in your Student Center or you will be responsible for any fees or charges.

Trouble with Step 5? Questions about payment? Contact the Bursar’s Office at 608-262-3611.