

Independent Learning Registration Form



UNIVERSITY OF WISCONSIN
INDEPENDENT LEARNING

University of Wisconsin - Extension
Independent Learning Student Services
5602 Research Park Blvd., Suite 300
Madison, WI 53719-1245
Toll free: 877-UW-LEARN (877-895-3276), Local: 608-262-2011
Fax: 608-262-4096, Deaf/HoH via 711 relay
E-mail: il@uwex.edu Website: <https://il.wisconsin.edu>

Personal Information Please print clearly.

Last name _____ First _____ Middle _____

Social Security Number/Taxpayer Identification Number (optional) _____ I do not want to provide, or do not have a SSN/TID

Permanent home address Street _____

City _____ State _____ Zip _____

Mailing address (if different from above) _____

City _____ State _____ Zip _____

Home phone (____) _____ Birth date (optional) _____

Cell phone (____) _____

Work phone (____) _____ Gender (optional) Male Female

E-mail address _____

Last year of school completed (circle one)

Grade school	High school	College	Graduate work	Technical
8	9 10 11 12	1 2 3 4 grad	Y N	Y N

Ethnicity (optional):

African American or Black
American Indian or Alaska Native
Cambodian
Cuban
Hawaiian or Pacific Islander
Hmong
Laotian
Mexican, Mexican American or Chicano/a

Other Hispanic or Latino/a
Puerto Rican
Vietnamese
White or Caucasian
Other Asian
Other
I choose not to respond.

Course Information Please complete a separate Registration Form for each course. Be sure to fill out both sides.

Course number _____ Course name: _____ Credits/CEUs: _____

You must have completed the prerequisites listed in the course description.

Name of prerequisite course completed	Grade	High school semesters	College semesters	Other
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FERPA/Consent to Disclose (for more information on FERPA, see <https://il.wisconsin.edu/policies.aspx> or call 1-877-895-3276)

I am giving permission for the following person(s) to obtain information on my academic record. _____

Signature _____

High School Students

For Wisconsin high school students enrolling through Early College Credit Program only:

I would like a transcript sent to my high school upon completion of my course(s). The first transcript will be furnished by the University of Wisconsin-Extension at no cost (subsequent requests require payment). Signature _____

Name of high school _____

Street _____ City _____ Zip _____ Phone (____) _____

Will the credits you earn through Independent Learning be considered part of the total credits required for graduation? Yes No

If you are trying to meet a deadline, when is it? _____

Name of high school counselor _____ Phone (____) _____

For Our Records

Why are you enrolling in an Independent Learning course? (please check all that apply)

U - UW Credit	X - UWEX certificate	H - High School Credit	T - Teacher Certification/Licensure	P - Professional Development
C - Credit at other University	E - College entrance requirements	S - Home schooling	L - Other licensure/certification	I - Personal Interest

How did you learn about Independent Learning? (please check one)

U - College/University	T - Poster	Y - Internet Search	C - IL Print Catalog	S - Bus Ads
X - E-mail	F - Friend/Family Member	V - Previously Registered	N - Newspaper/Magazine/Journal Ad	L - Other
Z - Internet Banner	B - IL Mailed Brochure/Postcard	E - Employer	K - Facebook	

If you are pursuing a degree at a UW System campus, please list the campus and your most recent term of registration.

Campus _____ Most recent term _____

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IMPORTANT POLICIES

All Independent Learning courses have an expiration date based off the date a student registers in the course. Students must complete and submit all course requirements, including any final exams or papers, on or before their expiration date. Students who register on or before April 9, 2018 have 12 months from the date they register to complete their course, unless their home campus, school or employer requires a quicker timeline. Students who register on or after April 10, 2018 have 6 months from the date they register to complete their course, unless their home campus, school or employer requires a quicker timeline. Since students set their own pace in their course, many finish in advance of their course expiration. Students who need extra time - beyond their course expiration date - may request a course extension in accordance with our policy. Please refer to our Course Extensions policy located on our website for more information: <https://il.wisconsin.edu/policies.aspx>.

Students have the ability to request a withdrawal anytime after their date of registration in an Independent Learning course up until their course expiration date. Please refer to Refund and Withdrawals policy located on our website for more information: <https://il.wisconsin.edu/policies.aspx>.

For special accommodation requests for a documented disability, please contact us at OEL-AccessibilityServices@uwex.edu.

Contact information for outside state complaints relating to distance learning or correspondence education and notification of UW System complaint process for program integrity (<https://il.wisconsin.edu/policies.aspx#integrity-rule>)

The federal government requires an **SSN/TID** to claim tax benefits on your and/or your parents' tax returns for the tuition and fees you pay to attend college. While you are not legally required to provide your **SSN**, you are strongly encouraged to do so if you have one. If you are a citizen or resident alien for tax purposes, the IRS could assess you with a penalty for not providing this information.

Notice: All prices are subject to change without notice.

This form must be signed before you can be registered.

By signing this registration form, I acknowledge reading and understanding the policies and procedures outlined above and on the current Independent Learning website, il.wisconsin.edu, and agree to abide by them during my registration period.

Signature _____ Date _____

Unless paying by credit card, include check or money order payable to University of Wisconsin and mail to:

UW-Extension, Independent Learning Student Services
5602 Research Park Blvd., Suite 300
Madison, WI 53719-1245

Cost Calculation Workspace

\$ _____ **COURSE TUITION (DOES NOT INCLUDE TEXTS AND MATERIALS):** The course tuition is listed with the course description in the Independent Learning Catalog. If your course tuition is to be waived by your home UW campus, include a tuition waiver authorization.

\$ _____ **ADMINISTRATIVE FEE:** Independent Learning charges a nonrefundable processing and handling fee per course. The fee is listed with the course description in the catalog. All enrollees must pay the administrative fee, including those with tuition waivers.

\$ _____ **TOTAL:** Registration forms will not be processed without payment or a purchase order. Make checks payable to University of Wisconsin.

For information on purchasing course packets, texts, and other materials, contact the Student Services office or visit the Independent Learning Web site at <https://il.wisconsin.edu>.

Payment with credit card

Please provide the information requested and sign below. If you are using an account held by someone else, that person must sign and provide his or her address.

Amer. Express MasterCard Visa Discover Account number _____ Exp. date: _____

Account holder's signature: _____ Date: _____

Account holder's name (please print): _____

Address (if account holder is not the student): _____

Phone (if account holder is not the student): _____