PRINT-BASED COURSE POLICIES

Note: policies are subject to change—please bookmark the link to this document as a reference for the most current information.

The following processes and policy changes for print-based courses became effective June 4, 2012, for registrations with a September 2 or later start date. Contact your advisor if you have questions.

- **Registration:** For registrations with a September 2, 2012 start date or later, you will register online in PASS.

- The **tuition** rate is the same regardless of residency, and includes a non-refundable portion of $30 per credit.

- **Financial aid:** To use financial aid for print-based courses, you must either
  - Register for 6 print-based course credits to begin in the same month OR
  - Register for 6 credits with a combination of online and print courses with September or January start dates.

Other financial aid policies and deadlines apply. If you intend to use financial aid, please contact the UW-Platteville Financial Aid Office.

**Drop/Refund Policy for UW-Platteville Print-Based Courses**

Print courses start on the 2nd day of every month. You and your advisor will determine your start date. You must register AND pay for a course by the 15th day of the month PRIOR to your start date or your registration permission will be removed, and you will need to contact your advisor to repeat the registration process.

**Drop/refund deadlines for print-based courses:**

1. If your request to drop a course is submitted on or before the registration/payment deadline for your course start date, you are eligible for a 100% refund of tuition and nonrefundable tuition paid. *(Nonrefundable tuition is $30 per credit, $90 for a 3-credit course.)*

2. If your request to drop a course is submitted from the 16th through the 1st of the month (immediately prior to your course starting date), you are eligible to receive a 100% refund of tuition less $30 per credit nonrefundable tuition.

3. If your request to drop a course is submitted on or after the 2nd of the month (i.e. the starting date of the course), and PRIOR to the 30th day of the course, you will be eligible for a refund of 80% of tuition paid (less $30 per credit nonrefundable tuition).
4. If your request to drop a course is submitted on or after the 30th day of the course, you will receive NO refund and will owe all tuition/nonrefundable tuition.* You will also be charged a $15 per course drop fee.

5. If your request to drop a course is submitted on the 30th day of the course through the 6th month of the course, a "W" for withdrawal will be recorded on your transcript.

6. You may not drop a course after the last day of the 6th month of your enrollment.

*If you have third party payment arrangements (i.e. financial aid, veteran's benefits, etc.), you are responsible for all charges to your account that are not paid by those parties due to your dropping any course(s).

How to Drop a Course
1. Complete a Print-Based Course Drop/Withdrawal form.
2. Send the form to the Distance Learning Center. (Accepted via mail, fax, or scan/e-mail.)
3. Watch for a signed copy of your request from the DLC confirming it was processed.
4. Contact the Distance Learning Center at 800.362.5460 or disted@uwplatt.edu if you have any questions.

Course Length and Completion
Course enrollments are for 12 months. There are no extensions. In order to remain under the degree requirements that are in effect at the time of your first enrollment, you must make academic progress. This means that you must complete at least one UW-Platteville course every two years. If you do not make academic progress, your student status will be discontinued and you must re-apply to the program and abide by the catalog requirements in effect at the time of the new application/enrollment.

Course Materials
Course materials (including a course information sheet, textbook order form, and course manual) will be mailed on or before the 15th of the month prior to the course start date. Textbook costs are not included in tuition or program fees. You must purchase or otherwise obtain your own books. Financial Aid is not disbursed until after the start of classes so those funds will not be available in time for you to purchase textbooks.

You will find textbook information for print-based courses in your course manual. A Distance Learning Textbook Order Form will also be included with your course materials with instructions for purchasing your textbook(s) from the UW-Platteville University Bookstore. You can order your textbook from a vendor of your choice. However, course manuals are written for a specific textbook edition.

To ensure that you purchase the correct textbook, search vendor sites using the ISBN number from your manual and verify the title, author, and edition. Don’t order the international edition of your course textbook. While it might be cheaper, it won’t be compatible with your courses.

If you have any questions please contact the Student/Faculty Coordinator at 800.362.5460 for assistance.

Federal and State Financial Aid (for degree-seeking students)
As a distance learning student, you are eligible to apply for financial aid. Federal and state grants and federal student loans may be available. To be considered for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). You should try to apply for financial aid 8-12 weeks before
your desired enrollment date. For most types of grants, you must have an enrollment by no later than April 15th of the fiscal year in which you are applying. Contact the UW-Platteville Financial Aid Office for specific questions relating to types of aid awarded and disbursement dates.

Although you are allowed 1 year to complete a print-based course, there could be Financial Aid stipulations that require you to complete the course within the semester. Please contact the Financial Aid office directly to discuss your enrollment (e.g., the type of financial aid you are receiving, total number of credits, your completion dates).

Students must maintain academic progress in order to receive financial aid on future enrollments. Contact the Financial Aid Office if you have questions regarding your academic progress. If you do not complete a significant portion of your courses with each enrollment and maintain academic progress, you may not be eligible for additional financial aid again until you show progress.

You cannot enroll in subsequent print-based courses until you meet the criteria for academic progress (as defined by the Financial Aid Office) and the grades are posted for the current courses. Because the area of financial aid is complex and requires a great deal of specialized knowledge and information, the DLC staff is seldom in a position to answer your questions with any degree of authority. You should always deal directly with a staff person in the Financial Aid Office. Depending on your desired enrollment date, you may have to pay tuition and fees out of your own monies. Any financial aid you are eligible to receive must be disbursed later.

Please check your Student Center in PASS frequently for the status of your financial aid. All questions concerning financial aid should be directed to the Financial Aid Office:

204 Brigham Hall
University of Wisconsin-Platteville
1 University Plaza
Platteville, WI 53818-3099
Phone: 800.616.0412 or 608.342.1836

Be sure to indicate that you are either a prospective distance learning student or a current/former distance learning student in all correspondence with the Financial Aid Office. This will help the financial aid staff better answer your questions.

Student Loan Deferments
Have you used loans for your education? Do you plan to in the future? Please review the following information carefully. Keep it for reference. If you have questions, call the UW-Platteville Registrar’s Office at 608.342.1321 to discuss your situation. Whether you can defer your loan payments is dependent on your registrations, as well as the type of loan you have.

The Registrar’s Office, not the Distance Learning Center, confirms your enrollment for deferment requests. Regulations permit the university to verify enrollment for UW-Platteville courses only. If you are taking courses with UW-Colleges, or any other school, verification for those courses must come directly from those institutions, even if you have a financial aid consortium agreement.

Beginning January 2014, the Registrar’s Office will submit verification of your UW-Platteville courses for three terms each year: spring, summer, and fall.

UW-Platteville ONLINE Courses are reported on a semester basis:

<table>
<thead>
<tr>
<th>Start Month</th>
<th>Verification Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Spring</td>
</tr>
<tr>
<td>June</td>
<td>Summer</td>
</tr>
<tr>
<td>September</td>
<td>Fall</td>
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</tbody>
</table>
UW-Platteville PRINT Courses are reported as follows:

<table>
<thead>
<tr>
<th>Start Month</th>
<th>Verification Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Spring, same year</td>
</tr>
<tr>
<td>February</td>
<td>Summer, same year</td>
</tr>
<tr>
<td>March</td>
<td>Summer, same year</td>
</tr>
<tr>
<td>April</td>
<td>Summer, same year</td>
</tr>
<tr>
<td>May</td>
<td>Summer, same year</td>
</tr>
<tr>
<td>June</td>
<td>Summer, same year</td>
</tr>
<tr>
<td>July</td>
<td>Fall, same year</td>
</tr>
<tr>
<td>August</td>
<td>Fall, same year</td>
</tr>
<tr>
<td>September</td>
<td>Fall, same year</td>
</tr>
<tr>
<td>October</td>
<td>Spring, next year</td>
</tr>
<tr>
<td>November</td>
<td>Spring, next year</td>
</tr>
<tr>
<td>December</td>
<td>Spring, next year</td>
</tr>
</tbody>
</table>

Are you taking both UW-Platteville ONLINE and PRINT courses?
Please contact the Registrar’s Office to discuss your specific situation prior to registration. Enrolling in courses that do not all start in the same month will impact how your enrollment verification is handled and may also affect your loan deferment. After talking with the Registrar’s Office, work with your advisor to coordinate the starting date of your print-based courses.

To defer loan payments, you must be enrolled in courses at least half-time (6 undergraduate credits) during a reporting term. In this example, the student would not be recognized as half-time for either the fall or spring term:

<table>
<thead>
<tr>
<th>Course:</th>
<th>Start Month:</th>
<th>Verification Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online (3 credits)</td>
<td>September</td>
<td>Fall</td>
</tr>
<tr>
<td>Print-based (3 credits)</td>
<td>October</td>
<td>Spring</td>
</tr>
</tbody>
</table>

PRINT-BASED Courses
For print-based courses, the number of credits you have for your Enrollment Period/Contract Enrollment Plan (CEP) determines the length of a student loan deferment for Guaranteed Student Loans (including Stafford and Supplemental Loans to students) and National Direct Student Loans.

The criteria is that 12-18 credits for an Enrollment Period constitute half-time enrollment for the contract period of twelve months or full-time enrollment for one semester. Six-twelve credits for an Enrollment Period constitute half-time enrollment for one semester only. A grade of “incomplete” in a course does not extend the deferment period. Your deferment is only for the period that you are enrolled full- or half-time (based on the reporting method outlined above).

If you have loans in repayment status, you must be full-time (12 or more credits) to defer payments on a Guaranteed Student Loan for one semester. Half-time enrollment (6-11 credits) will defer payments on a National Direct Student Loan for one semester. If you have either type of loan not yet in repayment status, you may have payments deferred for two different periods of time. Half-time enrollment (6-11 credits) yields a one-semester deferment, and full-time enrollment (12-18 credits) yields a two-semester deferment.

You may request half-time enrollment certification for 12 or more credits for the length of the Enrollment Period/CEP period (12 months). It is your responsibility to inform the Registrar’s Office by writing a letter requesting the longer deferment period. Certification is based on the starting date of the print (and/or online) courses, as indicated above.
If you take a combination of print and online courses, the number of credits you take, the start dates for those courses, and whether you already have loans in repayment status will determine how UW-Platteville reports your enrollment status. Because of the individual nature of the enrollment verification for distance education students, we encourage you to contact the Registrar’s Office prior to your enrollment to discuss your personal situation.

To avoid any misunderstanding, direct all questions concerning loan deferments to:

Office of the Registrar
University of Wisconsin-Platteville
1 University Plaza
Platteville, WI 53818-3099
Phone: 608.342.1321

Be sure to indicate that you are either a prospective or current distance learning student in all of your communications with the Registrar’s Office.