Print-Based Course Policies--
Standard Term (fall, spring, and summer) Enrollment
(students utilizing financial aid)

Course Length and Completion
Course enrollments for students who utilize financial aid for their print-based courses are for the standard term. **There are no extensions at the end of the term.** 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 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. **To ensure that you purchase the correct textbook**, search vendor sites using the ISBN 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.

Course Attendance Requirement
Federal legislation requires UW-Platteville to verify that students who receive financial aid begin participating in courses by the census date of each semester. Please be aware that if you have financial aid for your print-based courses with UW-Platteville (or are enrolled in the Standard Term), you MUST participate in an academically related activity in each course by the census date of the semester of enrollment.

The Distance Learning Center must RECEIVE this assignment by the census date for each course in which you are enrolled or you WILL BE DROPPED from your course(s) and, therefore, lose financial aid eligibility for the semester. Any financial aid funds disbursed to your student account or refunded to you must be returned by the University to the U.S. Department of Education. You will be responsible for the balance due on your account as a result of this action.
Drop/Refund Policy for UW-Platteville Standard Term Print-Based Courses
Please refer to the academic calendar for standard term print-based courses at GoUWP.com/calendar. (For students who completed a paper registration, please refer to your contract enrollment plan for these dates.)

How to Drop a Print-Based Course
1. Review the drop/refund policies and deadlines you agreed to when registering.
2. Complete a Course Drop form.
3. Send the form to the Distance Learning Center. (Accepted via mail or scan/email.)
4. Watch for a confirmation letter confirming your drop was processed. If you do not receive this confirmation letter, contact the Distance Learning Center.

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 you dropping any course(s).

Federal and State Financial Aid (for degree-seeking students)
Distance degree-seeking students enrolled in print-based or online courses may be eligible for Federal Pell grants (undergraduate only), federal direct loans, and the Wisconsin grant program, depending on eligibility.

To receive financial aid, students taking distance learning courses through UW-Platteville must:

- Be admitted into a degree-seeking program
- Complete a financial aid application (FAFSA.gov) and all requirements
- Complete and submit the Financial Aid Policies Statement
- Be registered for courses and attend academically related activities prior to the semester census date (usually the 10th day of classes fall/spring, 5th day of classes summer)

If cost of attendance exceeds a student's federal aid eligibility, students can seek an alternative student loan. These loans are not financial aid, but are bank loans. If you are interested in an alternative loan, please contact the financial aid office for the amount of loan you may request. There is a credit check required for alternative student loans.

Enrollment Requirements
You must be enrolled in and attending courses by the census date of the semester. Financial aid eligibility is determined by your enrollment status and course attendance on that date. All courses must be completed within the semester of enrollment to maintain eligibility.
Combined enrollment (print-based and online course delivery methods or on campus classes) is calculated as follows:

<table>
<thead>
<tr>
<th>Regular* or Online</th>
<th>Print-based</th>
<th>Enrollment level</th>
</tr>
</thead>
<tbody>
<tr>
<td>credits</td>
<td>credits</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>Half time</td>
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<tr>
<td>3</td>
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<tr>
<td>3</td>
<td>6</td>
<td>Half time</td>
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<td>6</td>
<td>Full time</td>
</tr>
<tr>
<td>9</td>
<td>3</td>
<td>Full time</td>
</tr>
<tr>
<td>0</td>
<td>12</td>
<td>Half time</td>
</tr>
</tbody>
</table>

Please note:
- The financial aid enrollment status for print-based credits can be no more than half-time.
- The courses must apply toward the student's degree. Consult your academic advisor to determine if each course meets degree requirements.
- The courses must be completed during the period required for the student's regular course work, e.g., a semester.
- The amount of print-based course work counted cannot be more than the number of credit hours of regular course work in which the student is enrolled.

**Disbursement Timing**
If all eligibility requirements are met and students are registered for the semester's courses* prior to the census date, financial aid is disbursed to student accounts at the beginning of the semester.

*If all your courses for the semester are print-based courses and are eligible for federal student aid, 50% of all course requirements must be complete before federal aid can be disbursed. If all of your credits are print-based credits, your financial aid budget will be the costs of tuition, fees and books/supplies.

**Satisfactory Academic Progress**
To encourage successful degree completion in a timely manner, academic progress for all students is reviewed at the end of every term. Students must meet three academic standards to maintain financial aid eligibility.

1. Minimum GPA: 2.0 for undergraduate students, 3.0 for graduate
2. Pace: Students must successfully complete at least 67% of their attempted credits
3. Maximum Credit: Students must complete their degree within 150% of the required credits.

The Satisfactory Academic Progress policy can be found at [www.uwplatt.edu/finaid/](http://www.uwplatt.edu/finaid/) under Policies.
Student Loan Deferments

Whether you can defer your loan payments is dependent on your registrations, as well as the type of loan you have. Student loan deferment forms must be processed by the UW-Platteville Registrar’s Office. Please indicate on the deferment form that you are a distance learning student. Deferment forms should be sent to:

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

Phone: 608.342.1321
Fax: 608.342.1389

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.

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.

Last updated 4/11/2017