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FALL SEMESTER 2011

Early Registration.....	Apr 6-17
For Currently enrolled UWFox students, transfers.	
LABOR DAY	Sep 5
Classes Begin	Sep 6
Financial Aid Census Date	Sep 19
Deadline to Pay Fees	Sep 19
Deadline to Add Courses.....	Sep 19
Associate Degree Application Deadline	Oct 7
Deadline to Drop or Withdraw from Courses.....	Nov 14
Thanksgiving Break.....	Nov 24-25
Application Deadline for VA State Grants	Dec 16
Last Day of Classes	Dec 16
Study Day	Dec 17
Final Exams.....	Dec 19-22

SPRING SEMESTER 2012

Early Registration	Nov 15-23 and Nov 28-30
For currently enrolled UWFox students, transfers, reentry.	
Open Registration	Dec 1
Classes Begin.....	Jan 23
Financial Aid Census Date	Feb 3
Deadline to Pay Fees	Feb 3
Deadline to Add Courses	Feb 3
Associate Degree Application Deadline	Mar 9
Spring Break	Mar 19-23
Deadline to Drop or Withdraw from Courses	Apr 6
Application Deadline for VA State Grants	May 9
Last Day of Classes	May 9
Study Day	May 10
Final Exams	May 11, 14-17
Commencement	May 17, 2012

Details regarding orientation and registration times will be provided with admissions letter

INTRODUCTION

The University of Wisconsin-Fox Valley is a freshman-sophomore campus of the University of Wisconsin System. The college is accredited by the North Central Association of Colleges and Secondary Schools. Each year, more than 1,700 students take advantage of a broad curriculum in liberal arts and pre-professional courses. These students find quality instruction at low cost and close student-faculty contact. They also find that UWFox is big enough to challenge them and small enough to care about them.

UWFox offers the **Associate of Arts and Science Degree** which will fulfill university-wide, college and school general requirements at all UW institutions. UWFox also offers other new and exciting opportunities in education. Find out more information regarding our **Learning Communities, First-Year Seminar, Guaranteed Transfer Program, and** how you can obtain a **UW Oshkosh, UW-Stevens Point or UW-Platteville bachelor's degree at the UWFox campus.**

For more information about our academic programs, admissions, registration, financial aid, veterans' affairs, student employment, and academic planning, potential students may write to the Office of Student Services, University of Wisconsin-Fox Valley, 1478 Midway Road, Menasha, WI 54952 or call (920) 832-2620. TTY: (608) 265-5766. Our web address is www.uwfox.uwc.edu or e-mail foxinfo@uwc.edu

BUILDING/OFFICE HOURS

(Hours are subject to change and may vary during summer and semester breaks)

GENERAL BUILDING HOURS - (Main Campus Tel. 832-2600)

7 a.m.-10 p.m.	Monday-Thursday
7 a.m.-9 p.m.	Friday
8:30 a.m.-9 p.m.	Saturday
1 p.m.-5 p.m.	Sunday

BOOKSTORE (832-2665) (See website for extended hours.)

9 a.m.-6 p.m.	Monday-Thursday
9 a.m.-2 p.m.	Friday

BOX OFFICE

Barlow Planetarium (Call Starline 832-2848)
Communication Arts Center (Call 832-2646)

BUSINESS SERVICES (832-2613)

8 a.m.-4 p.m.	Monday-Friday
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COMPUTER LABS (832-2719)

8 a.m.-9:30 p.m.	Monday-Thursday
8 a.m.-5 p.m.	Friday
1 p.m.-4 p.m.	Sunday

Computer Lab room 1015 is open when the campus is open

LIBRARY (832-2672)

8 a.m.-9 p.m.	Monday-Thursday
8 a.m.-4 p.m.	Friday
1 p.m.-5 p.m.	Sunday

STUDENT SERVICES (832-2620)

8:00 a.m.-7 p.m.	Monday and Tuesday
8:00 a.m.-4:30 p.m.	Wednesday, Thursday & Friday

UNIVERSITY RELATIONS (832-2611)

8:30 a.m.-5:30p.m.	Monday-Friday
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ADMINISTRATIVE STAFF

Campus Dean and Dean's Office (832-2610) Interim Dean Andy Keogh Associate Campus Dean (832-2694)..... Dr. Bill Bultman
Assistant Dean for Administrative Services (832-2613)James Eagon
Assistant Dean for Student Services (832-2620)..... Carla Rabe
Athletic Director (832-2643)..... Pam Massey
Barlow Planetarium Director (832-2852)..... Alan Peche
Bohrod Gallery Director (832-2626) Max Schultz
Children's Center Director (832-2606) Wendy Eagon
Continuing Education Director (832-2636)..... Cathy Paynter
Fox Journal Advisor/Lecturer (832-2810)..... Paula Lovell
Information & Instructional Technology Dir (832-2719)Tom Frantz
Instructional Technology Consultant (832-2884)..... Evelyn Li
Library – Academic Librarian (832-2676)..... Chris Chamness
Library Director (832-2675)..... Ane Carriveau
Theatre Director/Assistant Professor (832-2857)..... Susan Rabideau
University Relations Director (832-2611)..... Dave Hager
Weis Earth Science Museum Dir. (832-0125)..Joanne Kluessendorf

Student Services (832-2620)

Assistant Dean for Student Services..... Carla Rabe
Sr. SS Coordinator Brenda Rickert
Sr. SS Coordinator Ted DuFour
Student Services Advisor Tina Koch
Adult Students/Learning Center Tammy Brunette
High School Relations..... Brenda Gabrielson
Multicultural Advisor..... Rebecca Beringer
Adult Student Recruiter..... Pat Alger
Sr. Student Activities Coordinator Jeff Kuepper
Advisor UW-Stevens Point American Studies..... Todd Good
Advisor UW Oshkosh OA Program Beth Richards
Advisor UW Oshkosh Leadership Program Beth Richards
Advisor UW-Platteville Engineering Jenny Jensen

E-mail address: foxinfo@uwc.edu

Website: www.uwfox.uwc.edu

In the course schedule pages, some courses and sections are taught by academic instructional staff including recently retired full-time faculty, denoted with an asterisk. The name "Staff" indicates that the instructor has not been determined at the time of publication. Please note: retirements, medical leaves, or other factors unknown at the time this course schedule is published could result in instructor changes. The University of Wisconsin-Fox Valley course schedule does not constitute a contract. All material is subject to change. Updates will be reflected on the course schedule addendum and website.

ADMISSIONS

Anyone who desires a university education will be considered for admission to the University of Wisconsin-Fox Valley (UWFox).

All students other than UWFox students continuing from the preceding semester must complete an application for admission and be accepted prior to the day of registration. A \$44 application fee is required of new freshmen and transfers. All admissions decisions are subject to enrollment limits. **For additional information regarding requirements and priority dates, contact Student Services or refer to the campus website.**

Transfer applicants must request each of their previous colleges to send an official copy of their transcripts directly to the Student Services Office. Failure to provide may result in enrollment restrictions.

How to Apply for admissions

It is recommended that applicants complete the online admissions application. The online admissions application can be found on the web page www.apply.wisconsin.edu

Guaranteed Transfer Program

The University of Wisconsin System Guaranteed Transfer Program enables students to begin their education as a freshman at UWFox and be guaranteed admission to a UW System institution as a junior. After fulfilling certain credit and grade point requirements, students will transfer with the same rights and privileges as those who begin their education at the baccalaureate institution. The guarantee of admission applies to the institution and not to the specific major or program. For more information or to obtain the guaranteed transfer form, contact Student Services or visit <http://www.uwc.edu/transfer/guarantee/>. Enrollment in the program must be completed prior to earning 30 credits at UWFox.

SEE YOUR ADVISOR BEFORE REGISTRATION!

All students with less than 30 credits (including current semester) must meet with an advisor prior to registering for classes.

It is suggested that all students meet with an advisor. Students are further encouraged to develop a meaningful relationship with their advisor by discussing concerns and goals in selecting courses to meet requirements for their chosen major. Advisors are assigned based on the sub-plan (major). To determine who your advisor is, check your PRISM account. A listing of advisors with office numbers and e-mail addresses can also be found at www.uwfox.uwc.edu. If your advisor is in the Student Services Office, an appointment can be made by contacting the Student Services office at 832-2620. If your advisor is a faculty member or instructional academic staff, contact the professor by e-mail or during their posted office hours.

REGISTRATION

Every continuing student will be assigned a specific start time for registration. These registration times are assigned during early registration (see below) by the number of credits a student has completed. Check your PRISM account for your enrollment appointment (registration date and time).

Once registered, a student wanting to withdraw must complete the withdrawal process as explained in this course schedule under the Academic Information Section.

REGISTRATION/ADVISING FOR CURRENTLY ENROLL STUDENTS

Students **currently attending UWFox, or re-entering**, may register for **Fall 2011** Semester classes as follows:

Registration Dates for Fall 2011

April 6-17 Early Registration period for continuing students
April 18 Open Registration

Students **currently attending UWFox, or re-entering**, may register for **Spring 2012** Semester classes as follows:

Registration Dates for Spring 2012

Nov 15-23 and Nov 28-30 Early Registration for continuing students
Dec 1 Open Registration

ORIENTATION

NEW FRESHMEN AND TRANSFER STUDENTS WITH LESS THAN 30 EARNED CREDITS

All students new to UWFox with less than 30 earned credits will be required to register for and attend a new student orientation and registration session called FOCUS (Fox Orientation Creates Understanding for Success). Detailed information regarding orientation sessions and registration and fees will be provided with admission materials.

PLACEMENT TESTS

Placement tests are required in English and mathematics. The results are used to determine which classes are most appropriate, given the student's competency in those areas. Students who are identified as needing developmental course work due to placement test results must successfully complete the remedial course work prior to completing 30 credits.

The English and mathematics tests are each 90 minutes long. Students may register to take one only or both tests on pending the test date available. Students wishing to enroll in a language course beyond Semester I are required to take a language placement test for that particular language. **To view test date and make a reservation to take a placement test visit our website at www.uwfox.uwc.edu/admreg/placement.html.** **Students are to arrive promptly and bring two No. 2 pencils. The use of a non-graphing calculator is allowed during the mathematics test.**

ACADEMIC INFORMATION

Source of Information

A complete description of academic regulations is printed in the University of Wisconsin Colleges catalog, which is available in the Student Services Office or online at www.uwc.edu/academics/catalog. The regulations provide information on class attendance, credit load, grading system, sophomore standing, auditing courses, incompletes, repeating courses, credit/no credit, grade point average, dropping/adding courses, complete withdrawals, probation, retention, suspension, honors, appeals, and other academic regulations. Several of the regulations are covered in the following section.

Adding Courses: Students may add courses by using on-line enrollment (PRISM) during the first two weeks of a semester, the first week of an eight-week course, and during a proportionate time for shorter courses. Adds are not allowed for on-line classes once on-line registration closes. Refer to On-line section of the course schedule for details.

Once the semester begins, permission from the instructor will be required to add a class. The date the add is processed in PRISM is the effective date for official records and billing. Adds after the dates listed below must be presented to the Student Services Office.

The last day to add courses is:

Fall 2011 Semester	September 19, 2011
Spring 2012 Semester	February 3, 2012

Dropping Courses: Students may drop one or more courses by using the online enrollment (PRISM) during the first 10 weeks of a semester without incurring a failing grade. A grade of "W" (Withdrawn) is recorded for courses officially dropped after the second week of classes. Students who do not meet the prerequisite for a course may be administratively dropped from that course. Courses that do not meet the full semester will have a different drop date. Check with Student Services regarding earlier drop dates.

The last day to drop a class is:

Fall 2011 Semester	November 14, 2011
Spring 2012 Semester	April 6, 2012

Auditing Courses

A student may change from audit to credit in a course during the first two weeks of a semester or change from credit to audit status during the first 10 weeks of a semester. Some courses cannot be taken on an audit basis. Check with the Student Services Office.

Repeating Courses

Students may repeat courses to improve grade point average or to improve their foundations before taking succeeding courses in a discipline. Repeated classes will be flagged in PRISM.

Withdrawal: Withdrawal is the term used to describe the termination of registration in all courses for the semester. Simply not attending classes does not constitute a withdrawal, excluding no show for the first class meeting. Withdrawal is permitted within the first 10 weeks of classes of the semester (or within a shorter period for sessions less than 16 weeks). Withdrawal after June 30 for fall semester and November 30 for spring semester will result in assessment of a \$100 withdrawal fee. Withdrawal after those periods requires partial or full payment of tuition (see Fee Information for details).

Students wishing to withdraw from all courses may complete this transaction through their PRISM account. Some students may be required to meet with an advisor prior to withdrawal. Any student who does not officially withdraw will receive a grade of "F" in every course in which the student is enrolled.

Withdrawal during a semester may result in loss of financial aid eligibility as outlined in the Financial Aid section of the UW Colleges catalog. Contact the Student Services Office for further information about withdrawing. The last date to withdraw from the university is same as the drop dates above.

Maximum Credit Load

The maximum credit load is 18 credits. Students who wish to exceed this limit must have an approval form completed by an advisor. An additional per credit fee will be assessed.

Dropping for Non-appearance (No Show Policy)

Students who do not appear for the first session of each class for which they are registered will be dropped from the roster unless they have given prior notice to the instructor. It is the responsibility of the student to drop or withdraw from a course to insure proper processing of records. Withdrawal as a result of non-appearance will result in assessment of a \$100 withdrawal fee.

Academic Misconduct

Academic honesty and integrity is expected of all students enrolled at UWFox. You have the obligation to conduct your academic work according to University standards.

You have the right to expect that you will be graded fairly, and have the right of due process should you be accused of misconduct. It is your responsibility to become familiar with the rules of academic misconduct according to UW Administrative Code, Chapter 14. Detailed information pertaining to academic misconduct and other student rights and regulations is available on the campus web page.

FINANCIAL AID

Financial aid information is available in Student Services. **Students should check the UW Colleges catalog for complete descriptions of student financial aid policies and regulations.**

Generally, a student must be registered for a minimum of 6 credits to be eligible for financial aid. Students who apply or are classified as Special Students by the university are not eligible to receive federal or state financial aid funds. Students must maintain satisfactory academic progress to be eligible to receive financial aid.

Satisfactory Academic Progress (SAP)

Federal regulations require all institutions to establish academic standards that ensure students are progressing toward the completion of a degree. Students who receive financial aid are required to meet the UW Colleges SAP standards. To remain eligible to receive financial aid, students are required to meet the following three conditions:

- ✓ Maintain a minimum cum. GPA of 2.0 after completing 48 or more credits. (There is a graduated scale for less than 48 cr.)
- ✓ Successfully complete two-thirds of the total or cumulative credits attempted.
- ✓ Attempt a maximum of 90 crs. Including transfer credits and non-degree/remedial credits.

The complete policy is located at www.uwc.edu. It is your responsibility to acquaint yourself with the entire policy. Questions can be directed to the Student Services Office.

GENERAL INFORMATION

Veterans' Benefits

Students who plan to use veteran benefits must complete a "Veteran Registration" form at the time of registration each semester. This form is available from the Student Services Office. Refer to campus web site for additional information regarding Veterans' benefits.

Student Identification Cards

UWFox photo ID cards are usually issued at new student orientation. If you do not receive an ID, one can be issued in the Student Services Office. Your ID card must be presented when checking out library materials or borrowing equipment from the Instructional Technology Department. It may also be requested at other campus activities. Your ID must be validated with a new sticker each semester. Stickers may be obtained in the Student Services Office. Replacement cards and IDs for special students will be issued for a fee of \$10.00.

Textbooks

Textbooks for courses offered on-campus are available at the University Bookstore. For information about ordering or business hours, call (920) 832-2665 or visit the following campus website www.uwfox.uwc.edu/stlife/bookstore.html The bookstore is located in the union. Refunds with original receipts are available one week after the first day of classes. Textbooks for all distance education (DE) courses are available through MBS Direct Online Bookstore. To order textbooks for distance education courses call toll free 1-800-325-3252 or link to <http://direct.mbsbooks.com/uwcolleges.html>

Learning Resource Center (LRC)

The LRC is a place where students can go to receive free tutoring. Tutoring is a supplemental service outside of the classroom that can assist students with their course work. Both individual and group sessions are available. The LRC is located in room 1130 (across from The Student Services Office). For further assistance contact an advisor in the Student Services Office.

The LRC also provides an array of transfer and career materials. Information is available on all UW System baccalaureate campuses and private colleges/universities. In addition, information on various careers can be found in the center. Student computers are available to access the Transfer Information System (TIS) and WISCareers. These programs will assist students with transfer plans and career direction. Students can also apply for financial aid on-line.

Change of Address

It is very important that your official record reflects your current address. If your address changes, you must go into your PRISM account and edit this information. To do this: Login to PRISM→Student Center→Demographic Data→Addresses→Edit→Save. If you have problems with this process, please contact the Student Services Office for assistance.

AFFIRMATIVE ACTION and NOTICES

The University of Wisconsin does not discriminate on the basis of age, race, religion, creed, color, handicap, gender, sexual orientation, developmental disability, national origin, ancestry, marital status, arrest record, or conviction record in employment or in admission to and treatment in its educational programs and activities as required by state and federal laws and regulations. Inquiries concerning application of AA/EEO procedures may be directed to the Affirmative Action Office, 780 Regent Street, PO Box 8680, Madison, WI 53708-8680, (608) 262-2578. The information, policies and rules contained herein are subject to change. No part of this publication is intended to be nor shall be construed as a contract or offer to contract.

Religious Holiday Accommodation

It is the University's policy that students' sincerely held religious beliefs shall be reasonably accommodated with respect to all examinations and other academic requirements. In order to meet this policy, faculty have been encouraged not to schedule such events on commonly recognized holidays such as Rosh Hashanah, Yom Kipper, Christmas Eve, and Christmas Day, Passover Eve, and the first day of Passover, Easter, and the first day of Ramadan.

Students requiring religious accommodations must notify the instructor of a conflict within the first three weeks of class. Instructors are not obliged to schedule make-ups before the regularly scheduled requirements. Students who believe they have been treated unfairly may file complaints in accordance with the complaint and grievance procedures adopted pursuant to Chapter 6 and 9 of the UW Colleges constitution.

Family Educational Rights and Privacy Act (FERPA)

Students have the right to inspect and review most education records maintained by the University of Wisconsin, and in many cases decide if a third person can obtain information from them. A student may challenge information in his/her records, which he/she believes to be inaccurate, misleading, or inappropriate. The University has adopted a policy statement implementing all provisions of the Act. A copy of this statement appears in the University of Wisconsin Colleges catalog.

The UW, in accord with this Act, has designated the following as "directory information" which is available to anyone unless a student asks to have it withheld: name, address, telephone number, month and day of birth, dates of attendance, degrees and awards received, sex, marital status, major field of study including current classifications, year-in-school, credit load, and number of credits earned toward a degree, participation in officially recognized activities and sports, weight and height of members of athletic teams, most recent previous educational agency or institution attended, and parents/spouse/guardian name and address. **If you choose to have directory information restricted you should file the appropriate request form in the Student Services Office.** A student has the right to file complaints alleging University non-compliance with the Act with the federal agency which enforces the Act: The Family Educational Rights and Privacy Act Office, Department of Education, 330 Independence Avenue SW, Washington D.C. 20201.

Safety and Health Policy

The University of Wisconsin System will provide and maintain adequate facilities for a safe and healthy learning environment. It is the University's responsibility to work with faculty and staff so that they are equipped to educate their students on practices and procedures that ensure safety for all members of the university. Employees with instructional responsibilities are expected to comply with state and federal safety laws and regulations in their institutional areas. Certain course and research projects require that the student work with hazardous materials while engaging in academic studies. Instructors of these courses and research projects shall inform and train students on procedures that will maintain the students' personal health and safety and provide them with information on the hazards of specific chemicals that will be used during their course study. Furthermore, instructors will enforce and follow safety policies. Prior to use of hazardous materials and equipment, the student shall review the procedures and information and discuss any associated concerns with the instructor.

FEE INFORMATION

Tuition Deposit

All students are required to pay a \$100 tuition deposit each fall and spring prior to registering for classes. You will not be able to register for classes until after you pay the tuition deposit. The required deposit cannot be covered by anticipated financial aid or scholarship as these funds are not available until after classes begin. Online (only) students, Youth Options Program students, and Senior Auditors and OASDI students (over age 62) are exempt from payment of the tuition deposit.

The tuition deposit is not refundable after June 30 for the fall semester, and after November 30 for the spring semester. The tuition deposit is refundable only if withdrawal from all classes is made on or before the dates listed above. Withdrawal after those dates results in the forfeit of the \$100 deposit. Students exempt from the tuition deposit making withdrawal after these dates will be assessed a \$100 withdrawal fee.

Registration for classes creates a financial liability. Upon registration for classes, you are considered financially committed to UWFox. This means if you want to withdraw from any or all of your classes you must officially withdraw via your PRISM account or by contacting Student Services or you will owe full tuition and fees. (Students will not be withdrawn for not paying the balance of tuition owed.) The balance of fees owed must be paid at the time of registration or before the end of the second week of classes¹. A \$100 late payment fee will be assessed for failure to pay the balance by the due date, or failure to enroll in the payment plan (which requires a \$200 down payment) by the due date, or failure to receive a financial aid deferment by the due date.

The tuition deposit is intended to verify and ensure your intent to take classes at UWFox. Students who enroll for classes and later decide to not attend the campus unnecessarily occupy limited class enrollment spaces to the detriment of other interested students. The tuition deposit requirement is in place at most UW campuses and has been effective in reducing the number of unfulfilled enrollments at these campuses. If you have any questions about the tuition deposit, please contact the business services office.

Fees for the 2011-2012 academic year were not determined at the time of publication. The schedule below is an estimate of what costs will be. The official fee schedule is expected to be available in mid-July.

Fee Schedule (Estimate pending UW Board of Regents action)

Credit	Resident Fees ²	Credit	Resident Fees
1	\$ 196	8	\$1,568
2	\$ 392	9	\$1,764
3	\$ 588	10	\$1,960
4	\$ 784	11	\$2,156
5	\$ 980	12-18	\$2,352
6	\$1,176	19+	\$188/credit
7	\$1,372		

1 The **payment deadlines** for classes meeting 12 or more weeks are: Fall Semester – **September 19, 2011**; Spring Semester – **February 3, 2012**. Classes meeting less than 12 weeks have a shorter period for fee payment. Consult with the Business Services Office for details.

2 Non-resident fees are approximately three times the amount of resident fees. Questions about residence status should be referred to the Student Services Office before registration.

Fees for on-line/asynchronous courses are found in the on-line course section of this timetable.

An invoice for semester tuition and fees will NOT be mailed to students. Students are strongly advised to make use of the PRISM on-line program to access and monitor information regarding tuition and account balances, financial aid, and payments.

Audit-only students must have the instructor's permission before registering. The fee schedule for audit courses is approximately 30% of fees for resident fees, and 50% of non-resident fees. Wisconsin residents age 60 or over may audit courses at no charge. If enrolled for both credit and audit courses, all credits will be assessed at the credit rate. The fee schedule for audit students is available from the Business Services Office.

Payment may be made with cash or check at the business services office, or by check through the mail. Payment may be made on-line through PRISM by web check (\$0 service fee) or by credit card (Master Card and Discover cards accepted, \$15 service fee).

A **payment plan** is available to extend tuition payment over a period of time. Participation in the plan requires payment of an enrollment fee (\$25), down payment of \$200 by the payment deadline (\$100 in addition to the \$100 tuition deposit), and completion of an installment payment agreement. Signing of the agreement and payment of the enrollment fee are required only once, and allow continuing participation in the plan during your student career at UW Fox Valley. The down payment (by the payment deadline) is required each semester you choose to participate in the payment plan.

Non-Payment

If payment is not received by the payment due date, a late payment fee of \$100 will be assessed and full tuition will be owed unless withdrawal is made by the student during a refund period. Students will not be withdrawn for not paying the balance of tuition owed by the payment due date.

Adding credits may result in additional fees. Your course addition is official on the day it is entered in PRISM. Payment for additional credits must be made by the end of the second week of the semester or immediately upon registration.

Financial Aid

Information about financial aid programs and application is available through the Student Services office.

If you are receiving financial assistance (including federal and state financial aid, scholarships, veteran's administration support, or from other sources), you are responsible for the timely payment of your fees including the \$100 tuition deposit, and full payment of fees each semester. Note that delivery of financial aid will begin approximately two weeks into the semester.

Financial aid awards will be based on the number of credits in which you are enrolled on September 19, 2011 for the fall semester and February 3, 2012 for the spring semester.

If you are not able to pay your fees on or before the end of the second week of classes, you may be eligible for a fee deferment if you have a complete financial aid file. You must apply for and receive a fee deferment at the Student Services Office before the end of the second week of classes. At the time of disbursement of your financial aid, the amount of fees owed to the university will be deducted from the aid you

are to receive. Aid cannot be delivered to you until after your fees are paid. Any balance will be mailed to your home address.

Withdrawal: If you decide not to attend any classes for a semester, you are still responsible for the amount of your fees due based on the date you officially withdraw from the university. You may withdraw from your classes via your PRISM account, or withdrawal forms are available at the Student Services Office. The withdrawal date in PRISM, or the date the office receives the form is the official date of withdrawal. If you withdraw by mail, the post-mark date is the official date. Withdrawal is subject to a withdrawal fee of \$100, or payment of all or part of your tuition and fees. Financial aid recipients who withdraw from classes may need to repay all or portions of the aid received and/or forfeit their financial aid eligibility.

Refund Policy

If a student withdraws from the university or drops a course, the amount of a fee refund will be prorated based on the official date of withdrawal or course drop and financial aid status. If eligible for a refund, the refund will be mailed, usually before the end of the semester. Listed below is the refund schedule. Refunds for students receiving financial aid may be returned to the financial provider, not the student.

Refund Schedule for Withdrawals or Course Drops

Class Length	Week 1	Week 2	Week 3	Week 4	Thereafter
12 weeks and over	100 %*	100 %*	50 %	50 %	None
8 through 11 weeks	100 %*	50 %	25 %	None	None
5 through 7 weeks	100 %*	50 %	None	None	None

*Minus the \$100 withdrawal fee.

Please contact the Business Services Office with any questions about fees or financial deadlines.

ASSOCIATE DEGREE INFORMATION

Associate of Arts & Science

The Associate of Arts and Science Degree will fulfill university-wide, college and school general requirements at all UW institutions.

Completing the requirements of this degree will demonstrate proficiency in math and English and knowledge from a wide variety of courses including humanities, social sciences and natural sciences.

The skills and abilities gained will prepare students for baccalaureate and professional programs, lifelong learning, leadership and responsibility. Students should plan carefully with their advisor to ensure smooth transfer into the major area of study.

University of Wisconsin Colleges Associate of Arts and Science Degree Requirements.

1. A minimum of 60 credits.
2. UW Colleges General Education Requirements must be fulfilled.
3. At least 24 of 60 credits must be completed within the UW Colleges, or at least 12 of the last 24 credits must be earned within the UW Colleges.
4. A student must have a cumulative grade point average (GPA) of 2.0 or higher earned at the UW Colleges and 2.0 overall GPA in credits applied to the Associate of Arts and Science Degree.

5. Students must be enrolled at a UW College during the semester in which the degree requirements are completed or have earned 60 degree credits prior to transferring from a UW College to a baccalaureate degree granting institution.

General Education Requirements

I. Core requirements. These courses and their prerequisites may not be used to satisfy a breadth requirement when used to satisfy a core requirement. **A grade of C or better in or exemption is required in the following:**

- Writing – ENG 102
- Mathematics – MAT 108 or MAT 110

II. Breadth Categories

Fine Arts and Humanities: A student must earn a minimum of 9 credits with at least one course designated as a Fine Arts (FA) and at least one course designated as Humanities (HU).

Mathematical and Natural Science: A student must earn a minimum of 11 credits in this category. A minimum of 8 of these credits must be in at least two disciplines of the Natural Sciences and must include one laboratory science course (LS). Refer to list of disciplines.

Social Sciences: A student must earn a minimum of 9 credits designated as a Social Science (SS). These courses must be selected from at least two disciplines. Refer to list of disciplines.

Application and Performance: A student must earn a minimum of 3 credits in courses designated as Application and Performance (AP).

Ethnic Studies: A student must earn a minimum of 3 credits in courses designated as Ethnic Studies (ES). These courses may also be counted toward another breadth category.

Interdisciplinary Studies: A student must earn a minimum of 3 credits in courses designated as Interdisciplinary Studies (IS). These courses may also be counted toward another breadth category.

Disciplines

Anthropology	Communications	Geology	Physical Edu.
Art	Computer Sci.	History	Physics
Astronomy	Economics	Mathematics	Political Sci.
Biological Sci.*	English	Education	Psychology
Business	Engineering	Music	Sociology
Chemistry	Geography	Philosophy	Women's Studies

*Anatomy, Bacteriology, Biology, Botany, Forestry, Natural Resources, Physiology, Wildlife, and Zoology are all in the Biological Science discipline.

Details regarding specific degree designators can be found on the follow web page www.uwfox.uwc.edu/timetables Select the specific term and search by degree designator.

Associate Degree with Emphasis

UWFox offers students an opportunity to earn an AA&S Degree with a specific Emphasis. An Emphasis is a concentration of coursework in a given discipline, or area of study. Completing your AA&S Degree with an area of Emphasis is not a requirement; rather, it is an option for you to enhance your overall associate degree. Specific

requirements for a Degree with Emphasis are determined by individual departments. Details regarding specific Associate Degree Emphasis can be found at <http://www.uwfox.uwc.edu/admreg/emphasis/>

UW Colleges On-line Information

Everything you need to know regarding UW Colleges on-line courses is available at www.online.uwc.edu. This resource is updated regularly. It is the student's responsibility to access this website for specific information including all on-line course schedules, deadlines, and payment information.

Online Registration

You will register for UW Colleges on-line courses through UW Colleges PRISM self service system just as you would for any on campus courses. Note: UW Colleges on-line has different registration dates and requirements than UW Colleges campuses. Check www.online.uwc.edu for accurate information.

Tuition & Fees for Online Courses: UW Colleges on-line course tuition, fees, payment requirements, and payment schedules differ from requirements at all other UW Colleges campuses. Your seat in the course is not secure until your on-line tuition and fees are paid in full or, if you are a UWC degree seeking student receiving financial aid, UW Colleges on-line must be able to confirm that your aid has been fully processed, awarded, and accepted (including all loan processing) to know that you have sufficient guaranteed financial aid to cover the full amount of your UW Colleges on-line tuition and fees.

Additionally, an administrative/technology fee is charged for each Online course. This fee is refundable through the last day of on-line registration.

Check www.online.uwc.edu for tuition postings and accurate payment information. You will NOT receive an invoice; please follow payment instructions carefully.

Once the semester begins, UW Colleges on-line tuition is refundable according to the institution-wide UW Colleges tuition refund policy and calendar.

Dropping On-line Courses: UW Colleges on-line does not have an add period. Once Online registration closes, students may drop but not add. Once the semester begins, UW Colleges on-line follows the institution-wide UW Colleges drop policy and calendar. Complete information, including the administrative withdrawal policy, is available at www.online.uwc.edu

Textbooks: Text books for in -line are available through MBS Direct Online Bookstore. To order textbooks for distance education courses link to <http://direct.mbsbooks.com/uwcolleges.htm> or call toll free 1-800-325-3252.

UW Colleges Distance Education (DE) Information and Course Modes

- **Compressed Video (CV):** CV utilizes audio, computer, and video connections simultaneously. This enables faculty and students to converse and interact with each other's coursework while viewing each other in a real time classroom setting. Note: There is a per credit technology fee for all CV courses.
- **Computer Based Training (CBT):** CBT courses are delivered to students on a course website in modules from CD-ROMS. Students complete the modules, submit their homework and correspond with the instructor via email.
- **On-line (ONL):** In UW Colleges on-line courses, students and faculty interact with each other as class members totally over the Internet. Instructional courseware utilizes web pages, discussion groups, and UW Colleges e-mail. On-line courses do not meet at a particular time or place, but they are structured within the academic semester time frame and require class participation several times each week. These courses have different tuition, fees, and payment requirements; they are listed separately at www.online.uwc.edu.
- **Streaming Video (SV):** SV courses feature recorded, multimedia lectures which are accessed via the web using streaming video technology. Courses may not meet on campus and lectures can be viewed asynchronously via the web. Additional course content and interaction with instructor and classmates takes place in D2L, the UW Colleges Course Management System. A personal computer (minimum technical specifications apply) and broadband internet connection are required for SV courses.
- **Wisline Web (WLW):** WLW links an audio connection with common web-based courseware. This enables faculty and students to converse while interacting with each other's documents and graphics in a real time classroom setting. Note: There is a per credit technology fee for all WLW courses.

Textbooks: Text books for all distance education (DE) courses (including all modes above) are available through MBS Direct Online Bookstore. To order textbooks for distance education courses link to <http://direct.mbsbooks.com/uwcolleges.htm> or call toll free 1-800-325-3252.

BACHELOR'S DEGREES AT UWFOX

Bachelor of Liberal Studies in Organizational Administration

Students can complete a bachelor's degree in liberal studies at the University of Wisconsin-Fox Valley with an emphasis in Organizational Administration. This degree is being offered by the University of Wisconsin Oshkosh in collaboration with University of Wisconsin-Fox Valley. Classes are taught in the evenings, in fall, spring and summer, and will be offered both in person and via distance education. For more information, contact the collaborative degree advisor at 920-832-2896.

Bachelor of Liberal Studies in Leadership Development

Students can complete a bachelor's degree in liberal studies at the University of Wisconsin-Fox Valley with an emphasis in Leadership Development. This degree is being offered by the University of Wisconsin Oshkosh in collaboration with University of Wisconsin-Fox Valley. Classes are taught in the evenings, in fall, spring and summer, and will be offered both in person and via distance education. For more information, contact the collaborative degree advisor at 920-832-2896.

Bachelor of Science in Management

This University of Wisconsin-Stout Degree partners with UW Colleges and the Wisconsin Technical College System to offer students who have completed an A.A. or A.A.S in a technical field the opportunity to continue studies toward a bachelor's degree here in the Fox Valley. The Bachelor of Science in Management degree offers three areas of concentration: Business Management, Industrial Management, and Service Management. For more information, contact the Student Services Office at 832-2633.

Bachelor of Science Mechanical Engineering/Bachelor of Science Electrical Engineering

The University of Wisconsin-Fox Valley and University of Wisconsin-Platteville have collaborated to offer a B.S. in Mechanical Engineering and a B.S. in Electrical Engineering* on the UW-Fox Valley campus in Menasha, WI. For more information, visit UW-Platteville Fox Valley Engineering Program web site www.uwfox.uwc.edu/uwplatteville/.

- ABET accredited UW-Platteville degree
- World class University of Wisconsin education
- Professional Engineering Program offered completely in the evening
- Pre-engineering classes may be completed full or part time, day or evening
- Excellent continuing education opportunity for: technicians who would like to earn a bachelor's degree, engineering professionals looking to add or refresh skills, bachelor's degree holders desiring a career change, cooperative education students placed at area companies, and students desiring a bachelor's degree in the Fox Valley area.

Bachelor of Arts or Bachelor of Science in American Studies

This University of Wisconsin-Stevens Point partners with University of Wisconsin-Fox Valley to offer students who have completed all UWSP general degree requirements the opportunity to earn a bachelor's degree in American Studies. Two options are available: A - American Studies or B-Working in a Global Economy. Classes are taught during the day, evenings, and in the fall, spring, and summer semesters. Instruction occurs both in person and via distance education. For more information check out the UWSP website www.uwsp.edu/cls/cdp/index.htm or contact the collaborative degree advisor at 715-295-8900

FINAL EXAM POLICY AND SCHEDULE

Final examinations in courses offered for two or more credits shall be given at the time indicated in the published schedule, unless the faculty member has received permission for an alternative from the Campus Dean, and shall not exceed two hours in length. Final examinations in courses offered for two or more credits may not be given during a regular class period. This policy does not preclude an instructor making special arrangements for individual students. If a student has more than two exams on one day or two exams scheduled for the same time, he or she must make arrangements at least one week in advance with one of the instructors concerned to take one of the exams at an alternative time. When an informal arrangement cannot be made, the instructor of the course of lower enrollment shall provide an alternative examination time. When an instructor does not return the final examination, students will have the opportunity to review their final examination or discuss their final evaluations with the instructor up to one semester after the course is completed. Students are expected to be in attendance at the scheduled final examination of each of their courses. Failure to attend an examination may result in automatic failure in that course.

Time	Fall 2011 Final Exam Codes				
	Mon	Tue	Wed	Thu	Fri
8:00A	E19-1	E20-1	E21-1	E22-1	E23-1
11:00A	E19-2	E20-2	E21-2	E22-2	E23-2
2:00P	E19-3	E20-3	E21-3	E22-3	E23-3
5:00P	E19-4	E20-4	E21-4	E22-4	E23-4
7:00P	E19-5	E20-5	E21-5	E22-5	E23-5

Time	Spring 2012 Final Exam Codes				
	Fri	Mon	Tue	Wed	Thu
8:00A	E11-1	E14-1	E15-1	E16-1	E17-1
11:00A	E11-2	E14-2	E15-2	E16-2	E17-2
2:00P	E11-3	E14-3	E15-3	E16-3	E17-3
5:00P	E11-4	E14-4	E15-4	E16-4	E17-4
7:00P	E11-5	E14-5	E15-5	E16-5	E17-5