

ADULT/NONTRADITIONAL STUDENTS/PROGRAMS

The University of Wisconsin-Parkside has been serving adult, or nontraditional, students in southeastern Wisconsin and northern Illinois for more than 40 years. One way of identifying adult students is by age, and 20 percent of the student body at UW-Parkside is 25 years of age or older. While adult students have many of the same concerns as more traditional-aged students, adult students must often add their college work to an already full schedule of work, family, and community commitments. UW-Parkside tries to help adult students complete their educational goals through multiple resources.

Many adult students here complete their majors through the daytime course schedules, while other adult students work toward their degrees in the evenings or on weekends. At present, eight undergraduate majors can be completed entirely in the evening or in alternative formats: business, criminal justice, computer science, English, humanities, psychology, and sociology. The interdisciplinary studies major, with an organizational studies concentration and a leadership certificate, is offered as a degree-completion program in a concentrated weekend format. (For more information about these majors, see the appropriate departmental listings in the Undergraduate Programs section of this catalog.)

Administrative Services and Supports

Admissions

Adult students should begin by speaking with an admissions counselor about the requirements for admission and the need for transcripts. Prospective or returning students may call 262-595-2355 for an appointment, which can be scheduled outside regular office hours. The admissions application is also now available at www.uwp.edu Keyword: *admissions*. Full information about the admissions standards and process is available in the Admissions section of this catalog.

Advising

Adult students will want to make use of the advising and academic support available through the Advising Center. All Advising Center advisers are familiar with and sensitive to the issues that adult students face. Once adult students have declared their major, and been accepted into the program, they will be assigned a major adviser, a faculty member of their department who will guide them through the professional development of their upper-level course work. Contact the Advising Center 262-595-2040 to set up an initial appointment to meet with an adviser. In particular, advisers will help adult students discover the best ways for them to earn credits toward successful completion of their academic goals.

Earning Credit

At UW-Parkside, students have several options for seeking credits both within and beyond the traditional course and classroom structures. More information about these various options is available in the Programs and Policies section of this catalog.

Credit by examination can be obtained by passing examinations which certify the student has acquired through other means the same knowledge that would have been obtained in a college course taken for credit. UW-Parkside accepts many of the examinations from the CLEP and DANTES programs; Advising Center advisers can identify which tests qualify for UW-Parkside credit.

Once students are admitted and registered for classes, they may also choose to complete departmental challenge examinations. Each department designates which courses will qualify for credit by examination. The method of testing and the standards which must be met are determined by the department faculty; in limited cases this may include specified pre-collegiate work in lieu of examinations. An adviser will help students explore this option with the department. Up to 30 credits in total can be earned through credit by examination.

Credit for experiential learning (CEL) policy encourages students to demonstrate that they have college-level learning derived from their experiences in employment, volunteer activities, workshop/seminar participation, and/or publications. The CEL process requires that the learning be related to specific courses or areas of study at UW-Parkside, that it be college-level, and that, in most cases, it be demonstrated through a written portfolio. The CEL portfolio can be submitted once the student has successfully completed 12 credits at UW-Parkside. More information can be found in the Programs and Policies section of this catalog. Up to 30 credits in total can be earned through credit for experiential learning.

Credit for military course work and training is given to students who provide to the Registrar's Office/Student Records official documentation (usually SMART transcripts) of college-level learning that is approved by the American Council on Education (ACE) and corresponds to course work offered at UW-Parkside.

Transfer credits from other institutions of higher education are reported to UW-Parkside via official transcripts. It is a student's responsibility to contact all previous schools attended and have transcripts sent directly to the Registrar's Office/Student Records. Adult students should not assume that credits from many years ago will not transfer. Adult students may also be interested in the Academic Forgiveness Policy, which affects low grades of courses taken five or more years ago.

Cashier's Office

The Cashier's Office (Wyllie D193, 262-595-2258) is responsible for all monetary transactions between students and the university. Tuition and fees are set annually by the UW System Board of Regents and are subject to change without notice. Tuition is due one week after the start of classes, and can be paid at the Cashier's Office or online through SOLAR (Student On Line Access to Ranger System) – the online student information system. Installment and payment plans are available. If tuition is paid by an agency or employer, a letter of authorization must be brought to the Cashier's Office.

Financial Aid and Scholarships

Whether adult students plan to attend full time or part time, they should contact the Financial Aid Office (Wyllie D191). The Office of Student Scholarships (Wyllie 3309, 262-595-3245) will work with adult students to explore their options.

Parking

Parking permits are required for all parking lots before 7:00 p.m. on weekdays; cars without permits will be ticketed. Permits can be obtained from the UW-Parkside Police Department (east side of Tallent Hall). Parking meters are available for visitors in all lots.

Ranger Card

The Ranger One Card, the student identification card, is used for access to computer labs, the Sports and Activity Center, and campus events, as well as for checking out library materials. Funds deposited to a Ranger One Card account can be used to purchase food and make copies. Any questions students have regarding the Ranger One Card, Campus Cash account or meal plan account can be answered at the cashiers office.

Registrar/Student Records

The Registrar's Office/Student Records (Wyllie D187, 262-595-2284) is responsible for the course registration process and for student records regarding adding and dropping courses, course grades, and student transcripts. Continuing students begin registration approximately a month before the end of the present term, by seeing their adviser and then registering online through the SOLAR system.

Academic and Student Support Services

Adult students are encouraged to make use of all the services of the campus. Most university offices are open regularly from 8:00 a.m. to 4:30 p.m. Monday through Friday, with extended hours until 6:00 p.m. on Mondays and Thursdays during the fall and spring terms. Appointments can also be made at later times as requested.

Bookstore

The University Bookstore, located in the ground level of the Student Center(262-595-2301), is open weekdays and some Saturdays throughout the fall, spring and summer semesters. Lists of required texts for courses are available in the bookstore and online; texts can also be ordered online.

Career Center

The Career Center (Wyllie D173, 262-595-2452), offers a variety of career guidance and counseling services for students, from deciding on a major to entering or changing careers, including job-search strategies, resume writing, and interviewing. The Career Center also serves students by assisting them in establishing internships (both paid and unpaid) and volunteer opportunities that will strengthen students' preparations for their post-graduate professional lives.

Child Care

Child care is located at the Child Care Center, south of Tallent Hall on Wood Road (262-595-2227). Services are available during the academic year from 8:00 a.m. to 5:00 p.m. on weekdays, and arranged on a semester-by-semester basis. Financial assistance is available.

Computer Support

A large, open-access microcomputer lab is located on the D1 level of Wyllie Hall (enter through the Library). This lab includes both PCs and Macintosh computers and is open the same hours as the Library. Other computer labs, in Molinaro 115, 118 and 124, are open Monday through Friday. Student staff members are available to help in lab areas and at the Help Desk (262-595-2644), located adjacent to the Wyllie Lab. Adult students who are unsure of their computer skills may want to register for the 1-credit Academic Skills course (ACSK 095) their first semester.

Disability

Adult students with long- or short-term disabilities can receive appropriate support services, which may include special short-term parking permits, accessible locker space, the loan of crutches or wheelchairs, or testing, note taking, and other learning accommodations. Services for students with disabilities are coordinated by the Disability Services Office (Wyllie D175, 262-595-2610).

Dining

Dining is available in the Brickstone Grill and Eatery in the main floor of the Student Center seven days a week. During weekdays, the Wyllie Market (lower Main Place) and Molinaro Joes (the bridge on L1 of Molinaro) are also open. Hours of operation are available in the current campus directory or by calling 262-595-2601. Beverage and food vending machines are located in the Communication Arts Building, Greenquist Hall, Molinaro Hall, Wyllie Hall, and the Sports & Activity Center.

Health Care

Students may access health services, including reproductive screening and medications, personal counseling, and alcohol and other drug counseling and prevention education, at the Student Health and Counseling Center. Adult students needing health insurance coverage can obtain it through a university-arranged policy; information is available at the Student Health and Counseling Center, located east of Tallent Hall (262-595-2366).

Library

One of the primary focal points of any student's contact with the university is the Library, located on the L1 level of Wyllie Hall between the Communication Arts Building and Greenquist Hall, near the Advising Center and Main Place.

Typically open 96 hours a week during the fall and spring semesters, with extended hours during finals, the Library has a recorded message at 262-595-2649 with updated hours for holidays, summer, and intersessions. Reference librarians are available to help students during many of those hours, and students are welcome to set up consultation sessions with particular librarians, especially those who have given presentations in their classes. The Archives and Area Research Center has limited evening hours.

Adult students will find an extensive array of library services available at all times at <http://www.uwp.edu/information.services/library/>. As well as a wide variety of information resources, such as the UW-Parkside electronic reserves, interactive information literacy tutorial, and the library catalog, students can renew materials online, search other UW System library catalogs, order through Interlibrary Loan, and access a large selection of commercial full-text journals and e-books.

Tutoring/Educational Support Services

A variety of reading, writing, math, and specific course assistance is available through Educational Support Services (Wyllie D175). The specific hours and services provided through the Tutoring Center (Wyllie D180) are available at 262-595-2044.

Veterans Services

All veterans benefits are coordinated by the university's certifying official in the Registrar's Office/Student Records, 262-595-2160. To be certified for benefits, veterans enrolling for the first time must submit an application, and then a form at the beginning of each semester. Veterans interested in state of Wisconsin benefit programs must contact their county Veteran's Service Office.

Student Clubs and Organizations

Adult students are welcome to become active members of any of the more than 70 student clubs and organizations on campus. For more information, students should contact the Student Activities Office, located in the Student Center.

PASA

The Parkside Adult Student Association (PASA) offers academic and personal support networks to aid adult students in meeting both family and employment obligations while achieving their educational goals.