Special Student Checklist

1. Get Started

- [ ] Complete and submit an application at *apply.wisconsin.edu*. Make sure to select UW Colleges Online as your application institution.

- [ ] After submitting your application, check out our page on How Online Education Works.

2. After Admission

- [ ] Create a student login and password. This will allow you to access your email and PRISM account.

- [ ] Once your accounts are set up, make sure to check your email regularly to receive important, time sensitive information.

- [ ] Optional: Advanced courses in English, math or world languages require a placement test before registering. Check here for placement test information.

3. In Order to Enroll

- [ ] Accept the Terms and Conditions hold on your account in order to enroll in courses.

- [ ] Enrolling in a course with a prerequisite? Visit the Prerequisite Verification Form to submit previous coursework for review.

- [ ] Visit your Student Center page to begin the enrollment process. Consult our Enrollment Tutorials for help.

4. After Enrolling

- [ ] Purchase your textbooks. Please visit our Textbooks page for more information.

- [ ] Log into BrightSpace/D2L to make sure you have access. Access to the course(s) begins when the session starts.

5. In Session

- [ ] Log into BrightSpace/D2L to access your course(s) and complete the **Proof of Participation** activity. Read the question and start a new discussion thread with your response. Completing this activity will open the rest of the course content to you. You cannot see the rest of your course until you complete this process.

- [ ] Participate in your course throughout the session. Here are some other helpful resources available to you:

  Academic Advising

  Academic Calendar

  Accessibility Services

  Counseling Services

  Course Schedules

  Exam Proctoring

  Faculty/Staff Directory

  Library Resources

  Student Handbook and Policies

  Tutoring Services

6. After the Session

- [ ] Transfer your course credits from UW Colleges Online to another university. Visit our Transferring Credits page.

- [ ] Come back to UW Colleges Online when you need another course that fits your schedule and lifestyle!

UW | UNIVERSITY OF WISCONSIN Colleges Online

An online Associate of Arts & Science degree