
UW COLLEGES ONLINE

New Student Checklist

Congratulations on your admission!
In order to successfully register and enroll, follow the steps listed below.

1. If You Haven't Already...

- Set up your **student email** to receive time-sensitive information. Begin checking your student email account on a regular basis as official communications and important information will be sent to this email account only.
- Activate your **PRISM account**. PRISM is your student portal for campus business, grade and course transactions. You will need your student ID number. Check your To Do List for any missing items.
- Arrange for your final official transcript (high school and college if applicable) to be sent to **UW Colleges Admissions Office, 780 Regent Street, Madison, WI 53715**.
- Apply for **financial aid** with the **Free Application for Federal Student Aid (FAFSA)**. The UW Colleges school code is **003897** regardless of what campus you are attending.
- Sign the **UW Colleges Terms and Conditions Agreement** found under Finances in your **PRISM account**.

2. Take Your Placement Exams

- If required, take the **UW System Placement Tests**. Check your student email or talk with your advisor for more information.
- If you are a transfer student or have taken AP, Concurrent Enrollment or CAPP coursework during high school, please contact your advisor for clarification on which tests are needed.

3. Complete the New Student Orientation

- Complete the **New Student Online Orientation** to help you prepare for success at UW Colleges Online.

4. Register for Classes

- After completing orientation, contact the Solution Center at 877-449-1877 to schedule an advising appointment with your academic advisor.
- Prior to your advising appointment, visit "**What is Academic Advising?**" to learn about how to prepare for your appointment.

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5. Start Your Semester

- After you register, order your **textbooks** to make sure you receive them by the first day of class.
- Complete the **Proof of Participation** activity in EVERY course, available on the first day of the session— if you don't you may be dropped from the course.

6. Paying for College

- Accept or decline your Financial Aid Award offer. Your award will be listed in your **PRISM account**, under Finances Accept/Decline. View additional information about **financial aid**.
- Visit **Due Dates** and **Payment Options** for more information about paying your tuition or setting up a payment plan. Your tuition bill is viewable in PRISM. You will not receive a bill or invoice by any other means.

Notes:

Find more information at:



uwconlinesupport@uwc.edu



877-449-1877



online.uwc.edu/newstudents