



University of Wisconsin-Stevens Point

Office of the Registrar

1108 Fremont Street, Stevens Point WI 54481-3897
715-346-4301; Fax 715-346-2558
registrar@uwsp.edu

COURSE REGISTRATION FORM

A \$100 Registration Deposit must accompany your registration form (see page 2 for payment options).

Registration form with fields for: Last Name, First Name, Middle, Maiden Name, Home Address, City, State, Zip, County, UWSP ID Number or Social Security Number, Date of Birth, Home or Cell Phone, Email Address, High School, City/State, Year of H.S. Graduation, Gender, Race/Ethnicity, Veterans Benefits Status, Citizenship, Registering for, Course(s) for which you are registering, Section, Credits, Term, Year.

Permission Required Courses - If a "PR" appears in front of courses in the Timetable, then permission from the department is required for enrollment. You must obtain electronic authorization by the chair of the department for all such courses and sections prior to your registration being processed.

RESIDENCY: Under the law, it is your responsibility to register correctly as a resident or nonresident.

Office Use Only
N R

- 1. Have you, your spouse or parent(s) recently moved to Wisconsin to accept permanent employment?
2. Do you claim legal Wisconsin residence for tuition purposes?
3. Indicate the dates you have lived at your present address
4. List former addresses (street, city, state) within the last two years
5. Employment history and/or activities for the last two years
6. Parent's Name, City, and State of residence within the last two years

Student Signature _____ Date _____



COURSE REGISTRATION INSTRUCTIONS FOR ON-CAMPUS CLASSES

If you are registering on a part-time basis, you may register by mail for day or evening courses. Registrations will be processed on a first come, first served basis according to the following schedule: registration begins early May for Summer and Fall courses and early December for Spring & Winterim courses. **When your registration is processed, we will email you a copy of your class schedule and instructions on how to activate your myPoint account.**

A \$100 registration deposit, made payable to UWSP, must accompany your Course Registration Form.
The deposit will apply toward your total fees. The registration deposit will be returned to you if the class is closed. **The deposit is also refundable provided a written cancellation is received in the Office of the Registrar on or before the specified term dates (see cancellation/refund schedule at <http://www.uwsp.edu/regrec/Pages/Cancellations.aspx>.**

- **If you have a UWSP ID number** you may pay your deposit with a credit card by using the BillPay website <http://www.uwsp.edu/bursar/Pages/Bill-Pay.aspx> (your campus ID number is required to complete a credit card transaction).
- **If you DO NOT have a UWSP ID number** or you do not want to pay with a credit card, you must pay by check or money order. Make checks payable to UWSP.
- **If you plan to register for two terms**, both the Summer & Fall OR the Winterim & Spring, a \$100 registration deposit is required for each term (\$200 total). This payment can be included on the same check. If paying for two terms by check, please indicate the terms on the check for which your deposit is for (summer/fall or winterim/spring).

PARTIAL PAYMENT PLAN CREDIT AGREEMENT

UWSP students may elect to use the Partial Payment Plan **but all students will be required to sign a Partial Payment Plan credit agreement** attesting to the fact that they have read and understand the following credit terms. Students choosing the partial payment plan shall pay FINANCE CHARGES, which will appear on the billing statement for each period in which the entire balance is not paid in full by the billing due date.

- The FINANCE CHARGE is calculated on the Previous Balance (exclusive of the previous FINANCE CHARGES) reduced by Payments and applied Credits as they are made during the billing period. The FINANCE CHARGE will be calculated at the periodic rate of .041095% per day or 1 ¼% per month (ANNUAL PERCENTAGE RATE OF 15%) on that portion of the balance which is \$500 or less, and at the periodic rate of .032877% per day or 1% per month (ANNUAL PERCENTAGE RATE OF 12%) on that portion of the balance which is in excess of \$500.

Under the partial payment plan, FINANCE CHARGES will begin accruing the first day of school and will be billed as follows:

- **First Statement** – Information only (no required payment due), however, finance charges will be assessed on any unpaid balance as of the first day of each term.
- **Second Statement** – Fifty percent (50%) of the balance plus finance charge will be due.
- **Third Statement** – One hundred percent (100%) of any remaining balance plus finance charge will be due.

****** ALL STUDENTS ARE REQUIRED TO SIGN THE PARTIAL PAYMENT PLAN CREDIT AGREEMENT ******

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS THEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

I UNDERSTAND I WILL BE RESPONSIBLE FOR ALL REASONABLE COLLECTION FEES, INCLUDING ATTORNEY FEES AND OTHER CHARGES NECESSARY FOR THE COLLECTION OF ANY AMOUNT NOT PAID WHEN DUE. **I have read and agree to comply with the Partial Payment Plan Credit Agreement. I guarantee payments within the terms specified. All credit extended will be my obligation.**

Print Name _____ Student ID Number (if available) _____

Student Signature _____ Date _____

* Signatures are required on both pages of these forms (the Course Registration and the Partial Payment Plan Credit Agreement).

Submit Forms and Payment to: Course Registration, Office of the Registrar, 1108 Fremont Street, Stevens Point, WI 54481
OR Fax Forms to: 715-346-2558 (faxed forms will not be processed until the deposit has been received).