Life at UW–Madison

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Enrollment

- Course Enrollment
- Enrollment Resources/How to Enroll in Courses
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Course Enrollment

Course enrollment is done through the Student Center in My UW. Priority enrollment for the fall and summer terms begins in April, and priority enrollment for the spring term begins in November. Information about your advisor, your enrollment appointment time, add/drop dates, and much more can be found in the Student Center.

The Student Center, Course Guide, Schedule Planner, and the Undergraduate Catalog are available online to help you plan for your upcoming term. As you begin your planning, be sure to meet with your advisor, who may provide additional program information. (See advisor information on pages 9–10.)

Student Center in My UW

Use the Class Search feature in the Student Center to search for courses and place them on your Wish List/Shopping Cart. When your enrollment appointment time arrives, you can add, drop, edit, or swap courses; and/or place yourself on waitlists for courses that are full. Find your course grid and textbook information in the Student Center.

Course Guide in My UW

Use Course Guide as a planning tool to view course and instructor information, identify your favorite courses, create customized course plans, link to enrollment, view textbook information, and more. Course Guide should be used in conjunction with the Schedule Planner.

Schedule Planner

Use Schedule Planner to help create class schedules each term. Import planned courses from Course Guide; set up blocked times for events such as work, practice, or lunch; pick from a variety of possible schedule options; and select the schedule you want. You can then import the schedule directly to your Student Center Wish List/Shopping Cart and proceed with course enrollment. Access Schedule Planner through Course Guide.

Undergraduate Catalog

The Undergraduate Catalog contains academic program information for UW–Madison’s schools and colleges, and includes a listing of majors, degree requirements, and links to course descriptions. Available online: pubs.wisc.edu/ug, and also through Course Guide in My UW.

Questions about enrollment should be directed to the Office of the Registrar. Phone: 608–262–0920; Email: webenroll@em.wisc.edu; Web: registrar.wisc.edu/students.htm.

Your academic advisor can also assist you; see page 11 for contact information.

Enrollment Resources/How to Enroll in Courses

Common Enrollment Terms:

Student Center: Enroll in classes and change/view class schedule

Course Guide: Online search-based catalog of all UW–Madison courses

Schedule Planner: Shows all possible class schedules with desired courses

Pre-requisites: Courses or other conditions (such as appropriate level, placement test scores, etc.) that must be completed prior to enrollment in certain courses

Remember the ABCs of Enrollment

Access: Use Course Guide to explore courses of interest to you. Remember to select the correct term and “Show Open Sections Only” during your search. The left-hand side allows you to filter classes based
on subject, level, honors options, classes that will meet graduation requirements (such as general education and ethnic studies courses), and other options. For each course that meets your search, Course Guide will show the course description, pre-requisite information, the term in which the course was last taught, and requirements that the course satisfies. If you like a course that you find, click on the green “plus” sign in the upper left-hand side of the course box to add it to your “plans” list for the upcoming term.

**Build:** Use Schedule Planner to build a schedule from the courses of interest to you. Click on the “Degree Plans” tab in Course Guide and select the green button “Go to Schedule Planner.” Once in Schedule Planner, click “Add Courses” and choose “My Course Guide” to import the classes you added to your “plans” list. Don’t forget to use the “View/ Edit” link next to each class to help you select schedules with courses that you actually be eligible to take. Once you’ve edited your options for each course and added any breaks needed, click “generate schedule.” When you’ve found a schedule that you like,

click on the “Send schedule to shopping cart” button at the top of the screen.

**Confirm:** Go to your Shopping Cart in the Student Center to confirm your schedule. Click the “Import Cart” button to import the schedule you built in the Schedule Planner to your Wish List/Shopping Cart. Once it is your enrollment time, click the “select all” button, click “begin enrolling,” and then “finish enrolling.” You’ll see a confirmation page letting you know if you’ve successfully enrolled in your classes. You’ll then see the classes appear at the bottom of this page as part of your semester schedule, instead of being in the Wish list/Shopping Cart.

**How to Add, Drop, Swap**

Need to make changes to your schedule? Not a problem. Remember that you can Add, Drop, and Swap Courses in the Student Center via the Course Enrollment section.

At the top of the “Course Enrollment” section are tabs for “add,” “drop,” and “swap.” Here you can change individual courses you are enrolled in—you can enroll in new courses you already have in your Shopping Cart, drop classes you’ve enrolled in, or swap a class you’re enrolled in for a new class. Clicking on the tabs will take you to a screen to choose the semester you are making changes in, and then select which class to change.
Textbooks

Students can find out about textbooks and other materials you will need for enrolled classes, or classes you’re considering taking, from a number of resources:

- Course Guide (mycourseguide.wisc.edu)
- Student Center in the My UW portal (my.wisc.edu): textbooks and materials are available on the student’s enrolled class list, on a textbook summary page including all enrolled courses, and through the Class Search.
- My Courses module in the My UW portal (my.wisc.edu): a textbooks link appears when the instructor has provided textbook information.
- Campus-area bookstores (registrar.wisc.edu/textbooks_local_book_stores.htm)
- Instructor emails, sent shortly before classes begin: some instructors email the syllabus, which may list course materials and required textbooks.

Textbooks can be expensive. Below are some cost-saving alternatives. Students should be sure to purchase the correct textbook edition. The International Standard Book Number (ISBN), the 10- or 13-digit number that uniquely identifies books published internationally, is included in the textbooks listings if the instructor has provided it.

- Look early for used copies; sources include ASM Textbook Swap: (asm.wisc.edu/textbook-swap.html and local bookstores that buy back textbooks.
- Consider renting through a local bookstore or an online textbook rental site.
- Shop online sites such as Amazon, eBay, or Exchange Hut. These are private companies not affiliated with or endorsed by UW–Madison.
- Campus libraries have copies of many course texts available for short-term loan (including high-cost textbooks). Check the libraries website for details: library.wisc.edu/reserves.

Students may also be required to purchase course packets, lab equipment, and/or art materials, available at campus or local stores.

Additional Resources

Academic Advising: Check with your assigned academic advisor if you are having any problems building a schedule for the upcoming semester. Advisors are always available to assist you in creating a schedule that will help you to accomplish your academic and career goals.

DARS Report: The Degree Audit Reporting System (DARS) is a report that tracks the progress of most undergraduate degree programs and certificates and helps you know what courses you need to graduate. It can be accessed in the Student Center under “My Academics,” and your academic advisor can help with reading and interpreting your DARS report.

Maintaining Your Contact Information

It’s important for you to keep your contact information current. Use the Student Center on My UW to update the following:

- Your postal addresses (mailing address and permanent home address) and your phone numbers.
- Your emergency contact information. It is critical to keep this information current, in case of an emergency.
- Your email address. Note that all information from UW–Madison will be sent to your university email address; you are responsible for all information sent to this address. If you forward your university email account to a private email address, you do so at your own risk; see details at registrar.wisc.edu/email_address_requirements_student.htm.
Academic Life

Includes information on

- Academic Advising
- Cross-College Advising Service
- Schools and Colleges Advising Offices (including a list of majors)
- Academic Support Resources
- Majors and Careers Exploration
UW–Madison Academic Advising

Forming a relationship with a UW–Madison advisor is one of the best ways to make this large campus smaller. Advising is a partnership between you and the network of advisors you build during your time here. Advisors are professionals who are here to help you make sense of the “big picture” and connect you to the helpful people, resources, and support you need to achieve your academic and career goals. It is highly recommended that you meet with an advisor at least once a semester, or more as needed.

UW–Madison is divided into eight undergraduate schools and colleges. At Student Orientation, Advising, and Registration (SOAR), you will work with an academic advisor in the school or college that houses your major. The university also offers a specialized advising center, Cross-College Advising Service (CCAS), for students who are not sure what they want to study. Many students don’t know what they want to major in, and CCAS is a great place to start this exploration.

You will leave SOAR with the name and contact information for your assigned academic advisor and/or advising office. If you do not remember who your advisor is, or if you are not sure where to find your advisor, see a list of advising offices on page 11 or visit advising.wisc.edu/my-advisor. Advisor information will also be available in the Student Center in your My UW shortly after you attend SOAR.

See pages vi–vii in the front of this planner for more about My UW.
Expectations of Students

- Maintain regular contact with your assigned academic advisor and/or advising office. At a minimum, you should meet with an advisor at least once each semester.
- Build a network outside of your assigned advisor(s). Contact other advisors, such as career advisors or advisors in programs that interest you.
- Participate in advising through individual appointments, drop-in hours, group advising sessions, and electronic communications.
- Come to appointments prepared with questions or topics to discuss.
- Be an active, invested, and responsible participant in the advising process.
- Develop and clarify your values, goals, and interests.
- Follow through on recommendations and/or referrals.
- Research college programs, majors, policies, procedures, and opportunities.
- Keep a record of your academic progress and goals.
- Understand that the final decision is always up to you. Your advisor is a guide who will challenge you to make independent decisions and set your own goals.

Expectations of Advisors

- Encourage and support development of your educational, life, and career goals by asking questions and guiding your decisions.
- Help you to explore the range of academic options available on campus.
- Challenge you to discover many possibilities, develop new skills, and broaden your educational experiences (both in and outside the classroom).
- Assist you in planning your educational program, including selecting majors and courses.
- Provide a safe space in which to share your thoughts, goals, interests, successes, and challenges.
- Connect you to other resources on campus (i.e., tutoring, academic support services, leadership opportunities, career centers, health services, and research opportunities).
- Understand and effectively communicate UW–Madison degree requirements and academic policies and procedures.
- Maintain confidentiality.

CROSS-COLLEGE ADVISING SERVICE (CCAS)
ccas.wisc.edu
10 Ingraham Hall
608–265–5460
ccas@ccas.wisc.edu

The Cross-College Advising Service (CCAS) is a campus-wide advising service for undergraduates who are unsure about their major and want to explore the many academic opportunities on campus. CCAS advisors are knowledgeable about all programs and majors offered by the eight undergraduate schools and colleges.

In addition to the main advising office, CCAS offers academic advising services across campus in a network of residence hall offices, as well as evenings at College Library. Appointments in all locations can be made online via My UW, or by calling 608–265–5460. CCAS advisors are available at these locations throughout the academic year: Dejope Hall (serving the Lakeshore community), Chadbourne Residential College, Ogg Hall, Sellery Hall, and Witte Hall.

Finally, CCAS provides career advising to help students make decisions about majors and future careers. The CCAS Career Exploration Center (CEC) offers career advising appointments, computerized career planning programs, a career library, and workshops throughout the academic year.
School and College Academic Advising Offices

To find the best advising office for your needs, use this online tool: http://advising.wisc.edu/?q=content/find-an-advisor

**College of Agricultural and Life Sciences (CALS)**
http://www.cals.wisc.edu/academics

Academic Affairs Office
116 Agricultural Hall
608–262–3003
academicaffairs@cals.wisc.edu

**College of Engineering (EGR)**
www.engr.wisc.edu/current/coe-egr-homepage.html

Engineering General Resources Office
1102 Engineering Centers Building
608–262–2473
egradvisor@engr.wisc.edu

**College of Letters & Science (L&S)**
advising.ls.wisc.edu

Academic Advising Services
155 Middleton Building
608–262–5858
acac@saa.ls.wisc.edu

**College of Letters & Science, Center for Academic Excellence (CAE)**
cae.ls.wisc.edu
B47 Bascom Hall
500 Lincoln Drive
608–263–5068
cae@saa.ls.wisc.edu

**College of Letters & Science Honors Program**
honors.ls.wisc.edu

L&S Honors Program
Washburn Observatory
608–262–2984
honors@honors.ls.wisc.edu

For honors programs outside of L&S, contact the school/college advising office.

**School of Education (EDU)**
www.education.wisc.edu.soe/academics/undergraduate-students

Education Academic Services
139 Education Building
608–262–1651
easinfo@education.wisc.edu

**School of Human Ecology (SoHE)**
www.sohe.wisc.edu/advising

Student Academic Affairs and Career Development
1194 Nancy Nicholas Hall
608–262–2608
advising@sohe.wisc.edu

**School of Nursing (NUR)**
www.son.wisc.edu

Academic Programs Office
1100 Signe Scott Cooper Hall
608–263–5166
ugadmit@son.wisc.edu

**School of Pharmacy (PHRM)**
pharmacy.wisc.edu/saa

Student & Academic Affairs Office
2220 Rennebohm Hall
608–262–6234
pharminfo@pharmacy.wisc.edu
Wisconsin School of Business (BUS)
bus.wisc.edu/bba/mybiz
BBA Advising Center
3150 Grainger Hall
608–262–0471
wibbaadvising@bus.wisc.edu

Undergraduate Majors & Programs

- African Languages and Literature (L&S)
- Afro-American Studies* (L&S)
- Agricultural and Applied Economics (CALS)
- Agricultural Business Management (CALS)
- Agronomy (CALS)
- Animal Sciences (CALS)
- Anthropology* (L&S)
- Applied Mathematics, Engineering and Physics* (L&S)
- Art (EDU)
- Art Education (EDU)
- Art History* (L&S)
- Asian Studies* (L&S)
- Astronomy-Physics* (L&S)
- Athletic Training (EDU)
- Atmospheric and Oceanic Sciences* (L&S)
- Biochemistry* (L&S) (CALS)
- Biological Systems Engineering* (CALS)
- Biology (L&S) (CALS)
- Biomedical Engineering* (EGR)
- Botany* (L&S)
- Business: Accounting* (BUS)
- Business: Actuarial Science* (BUS)
- Business: Finance, Investment and Banking* (BUS)
- Business: Information Systems (BUS)
- Business: International Business* (BUS)
- Business: Management and Human Resources* (BUS)
- Business: Marketing* (BUS)
- Business: Operations and Technology Management (BUS)
- Business: Real Estate and Urban Land Economics* (BUS)
- Business: Risk Management and Insurance* (BUS)
- Cartography and Geographic Information Systems* (L&S)
- Chemical Engineering* (EGR)
- Chemistry* (L&S)
- Chinese* (L&S) (EDU)
- Civil Engineering* (EGR)
- Classical Humanities* (L&S)
- Classics* (L&S)
- Communication Arts* (L&S)
- Communication Sciences and Disorders (L&S) (EDU)
- Community and Environmental Sociology (CALS)
- Community and Nonprofit Leadership (SoHE)
- Comparative Literature* (L&S)
- Computer Engineering (EGR)
- Computer Sciences* (L&S)
- Conservation Biology (L&S)
- Dairy Science (CALS)
- Dance (EDU)
- Dietetics (CALS)
- Economics* (L&S)
- Electrical Engineering* (EGR)
- Elementary Education (EDU)
- Engineering Mechanics* (EGR)
- Engineering Physics (EGR)
- English (L&S)
- Entomology (CALS)
- Environmental Sciences (L&S) (CALS)
- Environmental Studies (Additional Major Only)
Food Science (CALS)
Forest Science (CALS)
French (L&S) (EDU)
Gender and Women’s Studies (L&S)
Genetics (CALS)
Geography* (L&S)
Geological Engineering* (EGR)
Geology and Geophysics* (L&S)
German (EDU) (L&S)
History* (L&S)
History and History of Science, Medicine, and Technology (L&S)
History of Science, Medicine, and Technology (L&S)
Horticulture (CALS)
Human Development and Family Studies* (SoHE)
Individual Major* (CALS) (L&S) (SoHE) (EDU)
Industrial Engineering* (EGR)
Interior Architecture (SoHE)
International Studies* (L&S)
Italian (L&S) (EDU)
Japanese (L&S) (EDU)
Jewish Studies* (L&S)
Journalism* (L&S)
Kinesiology (EDU)
Landscape Architecture* (CALS)
Latin (L&S) (EDU)
Latin American, Caribbean and Iberian Studies* (L&S)
Legal Studies* (L&S)
Life Sciences Communication (CALS)
Linguistics* (L&S)
Materials Science and Engineering* (EGR)
Mathematics (L&S)
Mechanical Engineering* (EGR)
Microbiology (L&S) (CALS)
Molecular Biology* (L&S)
Music* (L&S)
Music: Education* (L&S)
Music: Performance* (L&S)
Naval Science* (EGR)
Nuclear Engineering* (EGR)
Nursing* (NUR)
Nutritional Sciences* (CALS)
Personal Finance (SoHE)
Pharmacology & Toxicology (PHRM)
Philosophy* (L&S)
Physical Education (EDU)
Physics* (L&S)
Plant Pathology (CALS)
Polish (L&S)
Political Science* (L&S)
Portuguese (L&S) (EDU)
Poultry Science (CALS)
Psychology* (L&S)
Rehabilitation Psychology (EDU)
Religious Studies* (L&S)
Retailing (SoHE)
Russian* (L&S)
Scandinavian Studies* (L&S)
Social Welfare* (L&S)
Social Work (L&S)
Sociology* (L&S)
Soil Science (CALS)
Spanish* (L&S) (EDU)
Special Education (EDU)
Statistics* (L&S)
Textile and Fashion Design (SoHE)
Theatre and Drama (EDU)
Wildlife Ecology (CALS)
Zoology* (L&S)

* Honors Degree is available under the degree title; the degree title may contain “with Honors” (e.g., Bachelor of Science with Honors).
Certificate Programs

Certificates, which are similar to minors on other campuses, allow you to add an additional focus to your academic record without majoring in the program. Ask your academic advisor about requirements if you are interested in a certificate program.

- African Studies
- Afro-American Studies
- American Indian Studies
- Archaeology
- Artist Studio
- Asian American Studies
- Biology in Engineering for Engineering Majors
- Business
- Business Management for Agriculture and Life Sciences
- Celtic Studies
- Chicana/o and Latina/o Studies
- Chinese Professional Education
- Classical Studies
- Computer Sciences
- Criminal Justice
- Dance
- Development Economics
- Digital Studies
- East Asian Studies
- Education and Educational Services
- Educational Policy Studies
- Engineering for Energy Sustainability
- Engineering Risk, Uncertainty and Decision Analysis
- Engineering Thermal Energy Systems
- Entrepreneurship (for non-business majors)
- Environmental Studies
- European Studies
- Folklore
- French
- Gender and Women’s Studies
- German
- Gerontology
- Global Cultures
- Global Health
- Integrated Liberal Studies
- Integrated Studies in Science, Engineering and Society
- International Engineering
- Introductory Studies in Dance/Movement Therapy
- Japanese Professional Communication
- Japanese Studies for Engineering Majors
- Jewish Studies
- Lesbian, Gay, Bisexual, and Transgender Studies
- Material Culture Studies
- Mathematics
- Medieval Studies
- Middle East Studies
- Physics
- Pilates
- Religious Studies
- Russian, East European and Central Asian Studies
- Scandinavian Studies
- South Asian Studies
- Southeast Asian Studies
- Spanish Studies (for business students)
- Studio Art
- Sustainability
- Teaching English to Speakers of Other Languages
- Technical Communication
Academic Support Resources

UW–Madison provides many programs designed to help you achieve academic success and to help you as you explore your values or struggle with decisions, or if you need help with course work.

YOUR CAMPUS LIBRARIES

library.wisc.edu

You have access to one of the largest research library collections in North America. Campus Libraries resources include:

▲ Access to more than 1200 online databases that index journal articles on every subject. You can use them on campus or anywhere else with an Internet connection using your NetID.

▲ Course Reserves that your professor has selected for your course. See online reserve readings and what is available for checkout at Libraries through My UW. You’ll need your campus ID to check out any library materials.

▲ Use of all campus libraries is available to you. You can search for locations by hours, feature, and subject through the Libraries website. Many libraries offer group study areas that can be reserved in advance online. College Library, which serves all undergraduates, is open 24 hours, 5 days a week. And, you can pick up or return a book at any library you choose.

▲ Hundreds of laptops are available for checkout from many campus libraries. Other equipment includes video cameras, audio recorders, projectors, still cameras, and tablets. Many libraries have computer labs that are open late and offer the latest software applications.

▲ Ask a Librarian when you need assistance from a research expert. Check out the popular real-time chat service from 8 a.m. to midnight most days of the week.

▲ Learn more about the collections, services, locations, and hours at the Libraries website: library.wisc.edu. And, follow UW–Madison Libraries on Facebook, Twitter, and Instagram (@uwmadlibraries).
Greater University Tutoring Service (GUTS)
guts.wisc.edu
333 East Campus Mall, #4413
608–263–5666
guts@rso.wisc.edu
This registered student organization connects UW–Madison students with volunteer tutors who provide peer education. Tutors offer help on a variety of academic topics, free of charge. Tutoring programs include: Academic Match (AM), Conversational English (CE), Drop-In (DI), Foreign Language Learners (FLL), Study Skills (SS) including drop-in advising, and McBurney Study & Learning Skills Services (SLSS).

Subject-Specific Services

Chemistry Learning Center
www.chem.wisc.edu/areas/clc
B311 Chemistry Building
608–265–5497
The Chemistry Learning Center offers small-group study sessions in Chemistry 103, 104, and 108, and in some lectures of Chemistry 343 and 345. The center provides a supportive multicultural environment in which to learn chemistry. The program is funded to work with students in other programs such as AAP, Pathways, CeO, PEOPLE, and Posse. In addition, we welcome and try to support Chancellor’s Scholar students,

McBurney Center students, students at risk of failing the course (overall F or low D), students on academic probation, new transfer students, students who have trouble understanding English, and students returning after an extended absence from school—but unfortunately we do not have resources to work with all students seeking assistance. These are general guidelines, and the center considers each student on a case-by-case basis.

**Math Tutorial Program**

[www.math.wisc.edu/~tprogram](http://www.math.wisc.edu/~tprogram)

321 Van Vleck
608–263–6817

The Math Tutorial Program offers small-group tutoring for several math courses to help you improve your problem-solving techniques. Program staff also hold office hours to assist students individually. All adult students, students who are retaking a math course, or students who experience difficulty and need assistance should contact the program office for information.

**Writing Center**

[www.wisc.edu/writing](http://www.wisc.edu/writing)

6171 Helen C. White Hall
608–263–1992

wcenter@writing.wisc.edu

The Writing Center offers free writing assistance to all students. More than 50 highly trained teaching assistants and professional staff are available to work with you one-on-one on organization, style, and mechanics in writing projects for any course (except those that satisfy the Communication A requirement), and at any level. The center also offers short, noncredit classes on grammar, style, and composition planning and organization, as well as writing for exams, research papers, research posters, book reviews, literary critiques, cover letters, and résumés.

**Career Exploration Center**

[www.ccas.wisc.edu/careerexplorationcenter](http://www.ccas.wisc.edu/careerexplorationcenter)

6 Ingraham Hall
608–265–4497
ccecccas.wisc.edu

The Career Exploration Center (CEC) is part of the Cross-College Advising Service. The CEC is designed to assist you in exploring majors and careers. The center helps undergraduate students focus on interests, values, strengths, and personality to give you the tools you need to make decisions about your careers and future. The earlier you start to think about the process of exploring your major and career options, the more intentional and thoughtful the process can be. The CEC offers:

- Individual, 1-hour advising appointments with a career advisor
- Career assessments such as the Myers Briggs Type Indicator (MBTI), the Strong Interest Inventory, and others
- A career library with hundreds of books covering thousands of careers
- A series of workshops, including *Choosing a Major, Making the Most of Your Summer, Creating Your Path to an Internship*, and more.

**Center for Pre-Health Advising**

[prehealth.wisc.edu](http://prehealth.wisc.edu)

Middleton Building, Room 110
608–263–6614

The Center for Pre-Health Advising supports students as you explore medicine, dentistry, physician assistant, veterinary medicine, public health, physical therapy, occupational therapy, optometry, podiatry, and chiropractic. We help students plan prerequisite coursework alongside major requirements, getting involved in research and service, and supporting students through each stage of the application process.
Who Is Your Dean?

As a student at the University of Wisconsin–Madison there are numerous resources available to you, including your deans:

- **Academic Deans**: Assist students with academic matters pertaining to his/her respective school or college. When an instructor, advisor, or faculty member refers to “your dean,” they usually mean an academic dean.

- **The Dean of Students**: Assists students with personal matters. The Dean of Students Office is part of the Division of Student Life. *(See more on page 20.)*

  Your academic dean is specific to your home school or college. Find the name and address for your current academic dean’s office in your Student Center. Click on “My Academics,” and “Current Academic Dean contact information” will be visible in the large blue box. Topics include: taking a course pass/fail, declaring a major, or withdrawing from campus.

  If you need personal assistance or resources, staff members in the Dean of Students Office are available on a drop-in basis. Topics include: family emergencies, misconduct, alcohol education, reporting sexual assault, and crisis loans. Call 608-263-5700 or email dean@studentlife.wisc.edu.

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**Center for Pre-Law Advising**

prelaw.wisc.edu

Middleton Building, Room 168

608–890–4929

The Center for Pre-Law Advising provides advising and other resources to UW–Madison students and alumni in the process of considering, preparing for, or applying to law school.

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**SCHOOL AND COLLEGE CAREER AND INTERNSHIP SERVICES OFFICES**

**Agricultural and Life Sciences**

www.cals.wisc.edu/academics/undergraduate-programs/career-development

**Business**

http://bus.wisc.edu/bba/mybiz/careers-internships

**Education**

careers.education.wisc.edu

**Engineering**

ecs. engr. wisc. edu/public

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**Human Ecology**

sohe. wisc. edu/undergraduate-human-ecology-internship-programs.htm

**Letters & Science**

careers. ls. wisc. edu

**School of Nursing**

academic. son. wisc. edu/studentnet/cs_g/career_services

**Pharmacy**

pharmacy. wisc. edu/career

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**Additional Academic Resources**

**Center for Academic Excellence, College of Letters & Science (CAE)**

cae. ls. wisc. edu

B47 Bascom Hall

500 Lincoln Drive

608–263–5068

cae@saa ls.wisc.edu

Housed within the College of Letters & Science at UW–Madison, the Center
for Academic Excellence (CAE) is an academic support and advising unit that serves first-generation, low-income, and multicultural underrepresented students.

CAE promotes the values of a liberal arts education and finds new ways for students to make a difference locally, nationally, and globally by partnering with students to make The Wisconsin Experience a reality. The vision is to provide an enriching community for scholars, one that fosters engagement and lifelong learning. CAE initiatives and services include:

- Academic Advising
- Academic Mentoring
- Peer Mentoring
- STEM Initiative
- Summer Collegiate Experience
- The Academy

**LANGUAGE INSTITUTE**

language.wisc.edu

UW–Madison is an international leader in foreign-language education and research, with the capacity to offer instruction in dozens of modern and ancient languages. Learning another language can be one of the most rewarding and enriching academic experiences, giving you a richer understanding of other peoples and cultures, enhancing your professional opportunities in any field, and preparing you to take advantage of opportunities in an increasingly globalized world.

**Undergraduate Research Scholars (URS)**

urs.ls.wisc.edu

311 Red Gym
608–890–3696
urs@saa.ls.wisc.edu

Undergraduate Research Scholars (URS) is a course that enables you to earn credit for doing hands-on research or creative endeavors with faculty across campus. URS will connect you with a professor research mentor who is pushing the frontiers of his or her field. By assisting a faculty member with research, you will work directly in the process of discovery, expand your
understanding of knowledge gained in the classroom, and explore new areas of study that broaden your perspective and improve your academic skills.

URS welcomes applications from all first- and second-year undergraduates, and is committed to creating a diverse and inclusive scholarly community. URS is a full academic-year experience that culminates in presenting your research at the campus-wide Undergraduate Symposium.

Academic Integrity

Academic integrity is critical to the mission of the University of Wisconsin–Madison. As a student, it is your responsibility to be informed about what constitutes academic misconduct, how to avoid it, and what happens if you decide to engage in it. Examples of academic misconduct include (but are not limited to):

- Plagiarism (turning in work of another person and not giving them credit)
- Having a friend answer your clicker questions when you are absent
- Copying another student’s homework
- Cheating on an exam
- Working on an assignment with others when you are supposed to work independently

**How to avoid academic misconduct:**

- Know how to cite sources in a paper, lab report, or other assignments. Ask for help if you aren’t sure how to do this.
- Use the Writing Center for help with citations.
- Avoid copying and pasting content directly into your paper from the Internet.
- Understand the expectations and limitations for collaborating with classmates on assignments.
- Ask your instructor if you have questions.

**What happens if a student commits academic misconduct?**

UW–Madison takes academic misconduct allegations very seriously. Your instructor will ask to meet with you if he or she has concerns that you have engaged in academic misconduct. You will be given the opportunity to explain your work. If the instructor believes you engaged in academic misconduct after meeting with you, he or she will decide on a sanction, which may include a lower grade or failure on the assignment or in the course. Your instructor will then inform the Dean of Students office, which will contact you about your rights and any additional sanctions.

Repeated or egregious acts of academic misconduct may result in probation, suspension, or expulsion.

For additional student resources on academic integrity and information about the misconduct process, visit: [http://students.wisc.edu/doso/](http://students.wisc.edu/doso/).
Campus Involvement

Includes information on

- Student Organizations and CfLI
- International Academic Programs/Study Abroad
- Student Government
- Recreational Sports
- Wisconsin Union
Campus Involvement

Opportunities are abundant for students looking to get involved both on and off campus. Whether you are interested in joining a student organization, finding research and internship opportunities, having an on-campus job, playing intramural or rec sports, participating in volunteering and community-based learning, or studying abroad, UW–Madison has something for you.

Center for Leadership and Involvement (CfLI) and Student Organizations

www.cfli.wisc.edu
Red Gym, Third Floor
608–263–0365
cfli@studentlife.wisc.edu

The Center for Leadership and Involvement (CfLI) is your link to getting involved on campus and developing your leadership potential. Getting involved is a great way to meet new friends, gain experience, explore new horizons, build your résumé, and enhance your college experience.

Leadership Certificate Program

https://cfli.wisc.edu/leadership_certificate.htm

The Leadership Certificate is designed for students who excel in their leadership roles inside and outside the classroom. The Certificate is a formal acknowledgment of student contributions and achievements. Completing the Leadership Certificate provides the personal benefit of taking the time to reflect and celebrate the impact you have made on campus and in the surrounding community.

Leadership & Involvement Record

cfli.wisc.edu/L&I_record.htm

The Leadership and Involvement (L&I) Record is an official online tool for students to track leadership and involvement experiences in a centralized location throughout your years at UW–Madison. The L&I Record is administered through CfLI, recording leadership roles, student organization involvement, group memberships as well as community service activities, intramural sports, research, and more. Your L&I Record can be accessed through the Wisconsin Involvement Network (WIN) website at win.wisc.edu.
Wisconsin Involvement Network (WIN)
www.win.wisc.edu

The Wisconsin Involvement Network (WIN) is a campus-wide initiative that allows students to identify, organize, and coordinate your out-of-class involvement experiences. WIN can assist you in learning about the varied and diverse student organizations and campus events. Visit the WIN website and log in with your Net ID and password to create an interest profile, which matches your interests with organizations on campus. Additionally, WIN now has a phone app, called “Corq.” Download the app or visit the WIN website today to explore how to get involved.

CFLI-Affiliated Student Organizations

Adventure Learning Programs (ALPs)
www.cfli.wisc.edu/alps

ALPs challenges people through adventure-based learning (team-building initiatives and ropes courses) to discover themselves and better understand those around them.

Greek Life (fraternities and sororities)
www.uwgreek.org

Develop friendships through leadership, scholarship, and service. Make an impact by joining a fraternity or sorority.

Student Leadership Program (SLP)
www.cfli.wisc.edu/SLP

SLP develops effective and essential leadership skills in students through comprehensive leadership education and diverse experiences.

Wisconsin Singers
www.wisconsinsingers.com

Wisconsin Singers travels the state and nation with a Broadway-style revue of American popular music, featuring UW’s best singers, dancers, instrumentalists, and theater technicians. Internships are also available for students in all facets of managing this professional entertain-
ment company, from business to PR/marketing and graphic arts. UW Class credit and scholarship dollars are available for all participants. Auditions are open to students of any major including incoming freshmen.

**Registered Student Organizations**
www.win.wisc.edu

Becoming a member of a registered student organization will help you build lifelong friendships and enhance your academic experience! You can check out all of the registered student organizations through the Wisconsin Involvement Network.

**Student Organization Fair**
Each semester, CfLI hosts the Student Organization Fair. The Student Organization Fair is an interactive fair for students to find out information about and make connections with Registered Student Organizations that align with your interests. This fall, the Student Organization Fair will be held on Tuesday, September 8 and Wednesday, September 9 from 5–8 p.m. in the Kohl Center.

**International Academic Programs/Study Abroad**
www.studyabroad.wisc.edu

106 Red Gym
716 Langdon Street
608–265–6329
peeradvisor@studyabroad.wisc.edu

International Academic Programs (IAP) offers more than 200 programs on six continents for students in all schools and colleges at UW–Madison. Students can choose from these high-quality study abroad programs with courses that count toward your major, whether it be in history, biochemistry, economics, or anything in between. To help put study abroad within financial reach, scholarships, grants, and financial aid are available. Get your adventure started by visiting the Study Abroad Resource Center.

**College of Engineering, International Engineering Studies**
international.engr.wisc.edu

M1002 Engineering Centers Building
608–263–2191
international@engr.wisc.edu

**Wisconsin School of Business International Programs**
bus.wisc.edu/international

3164 Grainger Hall
608–265–5017
international@bus.wisc.edu

**Morgridge Center for Public Service**
www.morgridge.wisc.edu

154 Red Gym
608–263–2432
info@morgridge.wisc.edu

The Morgridge Center for Public Service connects you to volunteer and service-learning opportunities locally and globally. Meet new friends, gain skills, explore possible careers, and get to
know Madison beyond the campus. The Morgridge Center can help you find an experience to match your interests and schedule. Find an opportunity by meeting with a peer advisor, attending the Public Service Fair held each semester, or visiting volunteer.wisc.edu. Opportunities include:

**Badger Volunteers.** Serve weekly with a team of students at a community organization focused on education, public health, or sustainability. Registration for Badger Volunteers takes place in the first two weeks of each semester.

**Service-learning courses.** Earn credit through courses that combine traditional classroom learning with community-based research or service. More than 35 courses are taught every semester.

**Wisconsin Idea Undergraduate Fellowship.** Design and implement a project that addresses a community issue while earning academic credit and a stipend.

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**MULTICULTURAL STUDENT ORGANIZATIONS**

On a predominately white campus, students of color who become engaged in campus organizations often find their time more rewarding and productive in college. It can be helpful to connect with multicultural greek organizations, pre-professional associations, and culturally or identity-based groups to help you build relationships with students that have similar experiences or interests. See the Diversity and Social Justice chapter (page 31) for a full list of organizations.

**OUTDOOR UW, HOME OF THE WISCONSIN HOOFERS**

www.union.wisc.edu/outdooruw.htm

Memorial Union, Lower Level 608–262–1630

Part of the Wisconsin Union, Outdoor UW is the campus outlet to the outdoors. The newly created Outdoor UW encompasses outdoor programs, including Wisconsin Basecamp; stand-up paddleboard, kayak, canoe, and tent rentals; and the six Wisconsin Hoofers clubs: sailing, outing, riding, ski & snowboard, mountaineering,
and SCUBA. Instruction, trips, and leadership opportunities abound.

**Recreational Sports**
recsports.wisc.edu
www.facebook.com/uwrecsports
Twitter and Instagram: @UWRecSports
608–262–8244 (SERF)
608–262–3742 (Natatorium)
608–263–6566 (CRSC)
608–262–0410 (Nielsen Tennis Stadium)
memberships@recsports.wisc.edu

**You’re Already a Member!**
As a full-time student, your Rec Sports membership is included in your segregated fees. This means you can start taking advantage of facilities and programs today! Here’s a look at what your membership includes:

- Access to four facilities (with your valid UW–Madison ID)
- Cardiovascular and strength-training equipment
- Basketball, volleyball, and futsal courts
- Walking/jogging/running indoor track
- Equipment checkout
- Locker rental (additional fee may apply
- Merchandise for purchase

**Join the Action**
Rec Sports also offers a wide variety of programs to help you Play Hard. Get Fit. Live Well. On campus:

- Intramural Sports
- Sport Clubs
- Group Fitness (FREE during the first two weeks of each semester and during finals)
- Small Group Training
- Mind-Body Studio
- Personal Training
- Swim, Tennis, and Ice Skating lessons
- And more!

**Find a job:** Rec Sports is one of the largest student employers on campus, with over 500 students on staff. Visit the Rec Sports website for all job openings and position descriptions.

See the Staying Healthy and Safe chapter for additional Recreational Sports programs, including fitness and wellness opportunities.

**Student Government**
Associated Students of Madison (ASM)
asm.wisc.edu
333 East Campus Mall, #4301
608–265–4ASM (4276)

The Associated Students of Madison (ASM) is UW–Madison’s student association, connecting students, ideas, and resources with community organizing principles. ASM’s mission is to expand student power, promote education as a basic human right, protect civil rights, fight for the ability of students and UW employees to live without undue financial stress, and defend the right of students and employees to organize in their own interests.

Here are some of the ways to get involved with ASM:

**Intern:** Gain hands-on experience running your own grassroots campaign to improve student life. Freshmen are encouraged to apply and frequently receive 3 credits for participating.

**Run for office:** Student Council is composed of 33 seats, including four seats reserved for first-year students. Six students are also elected to serve on the Student Services Finance Committee (SSFC), which allocates over $44 million each year.

**Get appointed:** ASM appoints hundreds of students to committees that make policy and budget decisions for the university and the City of Madison on issues ranging from academics to building construction.
Apply for a job: ASM has about 50 student employees that distribute the bus pass, operate StudentPrint, and work at the Student Activity Center (SAC).

Volunteer: Many ASM committees are open to any student: all you have to do is show up! These committees run issue-based grassroots campaigns related to diversity; environmental sustainability; student life and services; public relations; academics; and city, state, and federal legislation.

**Wisconsin Union**
union.wisc.edu

Memorial Union
800 Langdon Street
608–265–3000

Union South
1308 West Dayton Street
608–890–3000

Since 1907, the Wisconsin Union has provided learning and leadership opportunities outside the classroom, and countless activities, programs, and services.

**Eat:** With seven Wisconsin Union restaurants, and eighteen Badger markets and Cafes around campus, you are sure to find convenient snacks and fresh food near your classes.

Experience: Enjoy the great outdoors with Outdoor UW, home of Wisconsin Hoofers, Wisconsin Basecamp, and rentals. Take an Alternative Spring Break. Unleash your inner artist at Wheelhouse Studios. Listen to famous speakers in the Distinguished Lecture Series. See a renowned dance troupe or classical quartet in the Wisconsin Union Theater. There is always something new to experience at the Union.

Relax: The Union is a safe, fun place to unwind. Dance to live music and local DJs at Memorial Union in Der Rathskeller, on Memorial Union Terrace, or on stage at The Sett in Union South. Enjoy a film in The Marquee, Union South’s home for film on campus. Bowl, play pool, catch the big Badger game, or try the climbing wall in The Sett. Whatever your interest, you’ll find it at Memorial Union and Union South!

Lead: The Wisconsin Union is a leader in providing opportunities for student involvement through jobs and volunteering. With more than a thousand events a year, students are a huge part of planning and programming the space in both unions. The Wisconsin Union Directorate (WUD) is comprised of 10 student-led programming committees, as well as the six Wisconsin Hoofers clubs: sailing, outing, riding, ski & snowboard, mountaineering, and SCUBA.

**ASK BUCKY**

Can’t find what you’re looking for? Ask Bucky!
- 608–263–2400
- askbucky@uwmad.wisc.edu
- info.wisc.edu/

Call • Walk-In • Chat • Email
Diversity and Social Justice

Includes information on
- Student Support Services
- Housing Resources
- Multicultural Student Organizations
- Social Justice Resources
Diversity and Social Justice

On a campus this large, students of color, LGBT students, and others from historically under-represented groups who become engaged in campus organizations often find their time more rewarding and productive in college. It can be helpful to connect with multicultural greek organizations, pre-professional associations, and culturally or identity-based groups to help you build relationships with students who have similar experiences or interests.

Student Support Services

**MULTICULTURAL STUDENT CENTER (MSC)**

[msc.wisc.edu](http://msc.wisc.edu)
608-262-4503
Red Gym, 2nd Floor

The Multicultural Student Center (MSC) exists to ensure that students of all racial and cultural backgrounds are successful and welcomed at the University of Wisconsin–Madison. The MSC hosts leadership opportunities, discussion groups, social justice workshops, social events, regular lunches, and coffee breaks throughout the year. These MSC initiatives are the perfect place for students to find community, strengthen skills as student leaders, and join a student organization. It’s a great place to relax, meet new friends, and find support from the MSC professional staff members and a team of student interns who can assist students of color with any challenges you face on campus.

**INTERNATIONAL STUDENT SERVICES (ISS)**

[iss.wisc.edu](http://iss.wisc.edu)
608-262-2044
Red Gym, 2nd Floor, Room 217

International Student Services (ISS) contributes to the successful experience of international students studying at the university through vital services and programs. ISS staff help students transition to a new cultural, educational, and social environment through an orientation program and ongoing workshops, services, programs, and events. ISS also provides student visa holders with the support and assistance they require concerning federal regulations governing their status in the United States.

**LESBIAN, GAY, BISEXUAL AND TRANSGENDER CAMPUS CENTER (LGBT CC)**

[lgbt.wisc.edu](http://lgbt.wisc.edu)
608-265-3344
Red Gym, 1st Floor, Room 123

The Center provides a gathering space, offers support services, and runs leader-
ship programming for LGBTQ students and their allies. It also facilitates educational programs and training on LGBTQ issues for campus. The CC houses a resource library, discussion groups, peer mentoring, and more.

**McBurney Disability Resource Center**

mcburney.wisc.edu
608-263-2741
608-225-7956 (text)
702 West Johnson Street, Suite 2104

McBurney facilitates classroom accommodations and services for enrolled students with a wide range of disabilities. McBurney serves students with traditional disabilities (ADHD, hearing loss, LD, mobility, vision, etc.) as well as the increasing number of students with nontraditional conditions such as chronic medical conditions (Crohn’s disease, chronic migraines, lupus, fibromyalgia, etc.); mental health (depression, anxiety, OCD, etc.); and students on the autism spectrum. Services may include test accommodations, notetakers, print materials in alternative formats, sign language interpreting, captioning, and accommodations related to medication management, class scheduling, housing, and transportation. See mcburney.wisc.edu to learn more or request services.

**Center for Educational Opportunity (CeO)**

ceo.wisc.edu
608-265-5106
16 Ingraham Hall

The Center for Educational Opportunity (CeO) is a federally- and state-funded center that provides academic and ancillary support to students who are the first-generation in their family to come to college, students from economically vulnerable families, or students with disabilities. The services provided by CeO are available to students from freshman year until graduation. CeO always welcomes the opportunity to work with continuing UW–Madison students throughout the academic year.

**Division of Diversity, Equity & Educational Achievement**

provost.wisc.edu/climate.htm
150 Bascom Hall
608-262-1304

The Division of Diversity, Equity & Educational Achievement supports the mission of the University of Wisconsin–Madison as it works to create a diverse, inclusive, and excellent learning and work environment for all students, faculty, staff, alumni, and others who partner with the university. This mission is accomplished through collaboration, leadership and seeding of new initiatives, consultative advice, and the coordination of numerous institutional initiatives, while supervising the group of key diversity units that now comprise the division.

**RISE**

www.ohr.wisc.edu/RISE

Office of Human Resources
21 North Park Street, Suite 5439

The Recruitment Initiative Student Employees (RISE) is a diversity pipeline program designed to further develop and enhance the University of Wisconsin–Madison’s initiative to address campus diversity recruitment. The purpose of RISE is to create an academic experience and institutional connection for students of color, low-income students, and first-generation college graduates through rewarding employment opportunities and professional development assistance.
Housing Resources

Housing Diversity Programs (Center for Cultural Enrichment)

www.housing.wisc.edu/diversity
608-263-1192
615 West Johnson Street (Witte Hall)

One of the primary goals of the Center for Cultural Enrichment is to provide resources and services to traditionally underrepresented groups (i.e., students of color; international students; and lesbian, gay, bisexual, and transgender students). The center provides a safe, inclusive space that reflects the University Housing principles of academics, diversity, community, and involvement. Our goal is to raise social justice consciousness and to provide a supportive, inclusive campus environment for all students.

Multicultural Learning Community

Witte Residence Hall
www.housing.wisc.edu

If you’re looking to make great friends and connections, and to form a world-view perception and understanding that will be the envy of your peers, the Multicultural Learning Community (MLC) is the place for you. The MLC is committed to the celebration of multiculturalism, creativity, and innovation in society. Students who live here have a thirst to understand the problems, issues, benefits, and contributions of human diversity and social justice. From the opening Convocation through the end-of-year celebration, the MLC strives to bring people together around these topics.

Open House: Gender Learning Community

Phillips Residence Hall
www.housing.wisc.edu

Sponsored by the Gender and Women’s Studies Department

Open House, the gender-learning community at UW–Madison, is a vibrant lakeshore community of students, staff, and faculty dedicated to examining gender and sexuality. Open House is a place to build community and explore the diversity of the human experience. Students enjoy a tight-knit environment and unique programming, including open mic events, movie and game nights, and mentorship from faculty and staff across campus.

Multicultural Student Organizations

African, Hispanic, Asian, and Native American (AHANA)

AHANA is a student organization grounded in the belief of providing students with an essential, well-rounded perspective of the healthcare field, enriching experiences, and community service opportunities. AHANA strives to provide platforms for

Get Social

The Center for the First-Year Experience (CFYE) wants to connect with first-year students. We share tips, tell you about news and events, and keep you in the know through social media.

Don’t be shy! We’re here to help you connect to your new Badger family, so ask questions and join the conversation.

uwnewstudent | facebook.com/uwnewstudent
instagram.com/uwnewstudent
undergraduates to share experiences common to students entering health professions. AHANA facilitates social and educational meetings to facilitate fellowship among students interested in minority health concerns.

**African Students Association**
The mission of the African Students Association (ASA) is to promote cultural and social awareness of African students among the entire student body and faculty of the university. ASA works to facilitate better communication and understanding between African students and other members of the university community, while encouraging activities that portray the noble cultural treasures of the African continent.

**Asian American Student Union**
Asian American Student Union is an organization that focuses on issues that pertain to the Asian American community while providing a space for discussion and support. In addition to workshops and discussions, AASU holds social events to endorse community and networking among the students, staff, and faculty. With the academic and social platform provided, AASU holds workshops concerning past and present issues within the Asian American community, social gatherings for networking, and general body meetings to establish membership and commitment.

**Crossroads Initiative**
[msc.wisc.edu/crossroads](msc.wisc.edu/crossroads)
A community for LGBTQ students of color, the Crossroads Initiative is a “Uniquely Wisconsin” approach to addressing the intersectional realities of our student’s lives. This initiative bridges the work of both the MSC and the LGBT Campus Center to address the needs of students living in the intersections of race, sexuality, gender, and other layers of identity. Crossroads hosts events like a welcome bbq, potlucks, speakers, workshops, and a biweekly discussion group called Rooted. Crossroads is a collaboration between the Multicultural Student Center and the LGBT Campus Center.

**India Students Association**
India Students Association (ISA) promotes and increases awareness of South Asian heritage and culture through education, campus events, and community involvement, while also providing a place for social networking. Over the past few years, ISA has grown into one of the largest and most active student organizations on campus. With nearly 250 members and 40 years of experience, the annual show, “India Night,” draws an audience of more than 1,500 people.

**La Mujer Latina**
La Mujer Latina is dedicated to bringing together Latinas to identify pressing issues affecting the welfare of mujeres at the university and Madison community. In doing so, La Mujer Latina hopes to build networking among Latinas and leadership skills.

**Mixed Race Student Union**
Mixed Race Student Union (MIXED) aims to raise awareness and foster community of the UW–Madison mixed-race student body through social events, discussion, and support.

**Muslim Students Association**
The Muslim Students Association (MSA) creates a community of Muslims and non-Muslims that engage and enlighten each other to work for the betterment of this campus and the world. MSA is a religious, educational, and social organization dedicated to learning, activism, and spirituality on campus. This organization provides a great environment to meet Muslims, learn from renowned lecturers, and practice Islam as freely as possible. Their events include celebrations and observances of
religious holidays, such as Eid-ul-Fitr and Eid-al-Adha, as well as hosting events during Islam Appreciation Month in March. They also collaborate with other campus, local, and national organizations and departments on educational events such as “Understanding Islamophobia in America.”

Wisconsin Black Student Union
The Wisconsin Black Student Union (WBSU) is designed to foster an environment that better suits the needs of Black students and stands behind the philosophy that through utilizing their talents, they can make their presence felt on the UW–Madison campus.

Wunk Sheek
Wunk Sheek is a 40-year-old strong organization that represents the Native American population on campus. They put on different cultural and educational workshops, such as teaching members to bead and cook traditional foods. They also host discussions about stereotypes and finding identities on campus. Wunk Sheek also puts on multiple programs during Native November and hosts events during Indigenous People’s Day, a UW–Madison–recognized holiday that falls on the day otherwise known as Columbus Day. One of the biggest annual events is the Spring Pow Wow. Members collaborate with other student organizations, schools and departments, and tribal community members. During the school year, meetings are held at the American Indian Student Cultural Center, 215 North Brooks Street.

Social Justice Resources

**Campus Women’s Center (CWC)**
[https://win.wisc.edu/organization/campuswomenscenter](https://win.wisc.edu/organization/campuswomenscenter)
333 East Campus Mall
608-262-8093

The Campus Women’s Center is a student-run organization that provides a variety of support services, educates the campus community on a number of women-centered issues, and serves as a resource and referral center for all students.

**Intercultural Dialogues @ UW Madison**
[uwmadisonicd.weebly.com](http://uwmadisonicd.weebly.com)
icd@ssc.wisc.edu

InterCultural Dialogues (ICD) is an educational project that promotes diversity at UW–Madison. In ICD, students discuss topics pertaining to power and social identity each week, class discussion centers around race and the intersection of other issues and identities like class, education, religion, interracial relationships, nationality, sexuality, and more. Each class is co-facilitated by two undergraduate students who have taken the course and completed extensive training. Any undergraduate student at UW–Madison can enroll in ICD (there are no pre-requisites); however, enrollment requires prior permission from the project assistant.

**Social Justice Resource Guide**
[msc.wisc.edu/guide](http://msc.wisc.edu/guide)

This guide is designed to link students at UW–Madison to campus, community, and national resources around social justice. This guide was created in 2014 by professional and student staff at the Multicultural Student Center. The goal of this guide is to highlight ways for you to get involved with organizations, departments, and other entities that are engaged in social justice. This guide includes classes you can take, student groups you can join, on-campus resources and offices, local organizations where you can intern or volunteer, national organizations with resources and opportunities to get involved, and media to follow.
Hate and Bias Reporting Form

Submitting a Bias Report Form is a safe mechanism for students to report bias/hate incidents. This may include violence, harassment, graffiti, intimidation, degrading language or slurs, or other instances that contribute to a hostile campus environment.

When a report is submitted, The Dean of Students Office will begin an investigation into the reported incident and notify a University response team.

Submit a report online at:
students.wisc.edu/doso/reporting-and-response-to-incidents-of-bias/hate

OR by visiting the following offices where staff will assist students in submitting the report (* denotes offices that may have staff available after normal business hours):

- **Center for the First-Year Experience**, 101 Ingraham Hall
- **Center for Leadership and Involvement**, 3rd Floor Red Gym
- **Dean of Students Office**, 70 Bascom Hall
- **International Student Services**, 217 Red Gym
- **Lesbian, Gay, Bisexual, and Transgender Campus Center**, 123 Red Gym
- **McBurney Disability Resource Center**, 702 West Johnson Street, Suite 2104
- **Multicultural Student Center**, 2nd Floor Red Gym
- **Residence Life/University Apartments**, Main office in Slichter Hall or any House Fellow

**STUDENT SEED**
http://www.library.wisc.edu/LCICE

Student Seeking Educational Equity and Diversity (SEED) is a nontraditional, grassroots developed social justice course which uses “the textbook of students’ lives” as the main teaching tool. Students explore and share their own individual experiences with race, class, gender, sexual orientation, religion, and ability in order to learn about and understand the larger systems of privilege and oppression. The course facilitators strive to create a safe and respectful environment for students to reflect on and share experiences, learn from peers’ experiences, and build community while engaging in deep critical thinking around issues that are pervasive in our society and daily lives. SEED is a program of Learning Communities for Institutional Change & Excellence (LCICE), a unit in the Division of Diversity, Equity and Educational Achievement (DDEEA).

**WORKING CLASS STUDENT UNION**
https://win.wisc.edu/organization/wcsu
wcsu.president@gmail.com

Working Class Student Union supports and advocates for working class and first-generation college students and educates the entire UW-Madison community on the benefits of recognizing and celebrating class diversity.
Housing

Includes information on

► University Residence Halls
► Visitor Information
► Campus Area Housing
Living on campus is essential for a successful, enriching college experience. From social connections to academic resources to good food, University Residence Halls have you covered. Each hall has professional and student staff to help you navigate campus life like a pro and feel at home.

Students who choose to live off-campus in one of the area neighborhoods will find many options available to them. UW–Madison’s Campus and Visitor Relations offers services that help students who live off campus find housing and stay connected to the university.

University Residence Halls

**DIVISION OF UNIVERSITY HOUSING**

[www.housing.wisc.edu](http://www.housing.wisc.edu)

608–262–2522

University Residence Halls are more than just “dorms” or places to live. They are unique communities built for your success, with resources, support, services, events, and thousands of other Badgers just like you! Live-in staff are available 24-7 to take care of any issue. In-house resources such as tech centers, academic advisors, events, and workshops help you find easy and fun ways to try new things and meet new people. With made-to-order food right around the corner from your hall, you’ll feel right at home. And residence halls aren’t just for freshmen. Returning residents can pick their own room and take advantage of unique programs and halls for non-freshmen. University Housing is excited to have you join the Badger family and looks forward to meeting you and making you feel at home in your residence hall community.

**Online Resources**

[www.housing.wisc.edu/residencehalls](http://www.housing.wisc.edu/residencehalls)

Students living in the University Residence Halls can find details about each hall online, including welcome events, staff information, and helpful resources.

**Dining and Culinary Services**

[www.housing.wisc.edu/dining](http://www.housing.wisc.edu/dining)

University Housing’s dining options give you flexibility to eat what you want, when
you want it. Thanks to marketplace-style dining, several locations across campus, and an à la carte food program it’s easy to choose what best fits your tastes and budget. Looking for healthy options or special requests? Nutrition information is provided for everything offered, and dietitians are on staff for assistance.

**CAMPUS AREA HOUSING**

campusareahousing.wisc.edu
Union South, 1308 West Dayton Street
608–263–2452
campusareahousing@uwmad.wisc.edu

Students who decide to live in one of the campus area neighborhoods will find many options available, including houses, apartments, fraternities and sororities, co-ops, and Private Housing Connections (PHC) properties. The Campus Area Housing (CAH) Listing Service (a program of Campus and Visitor Relations) maintains a database of area rental vacancies, sublets, and roommate openings. Searching is free at campusareahousing.wisc.edu. Registration is not required.

The website also lists rental rate averages in Madison and frequently asked questions about renting in the campus area. Resources to help inform students of their rights and responsibilities as tenants are also provided.

Students who live off campus can still use many on-campus dining facilities. For more information about Wiscard, please visit: http://wiscard.wisc.edu

**RENTER’S INSURANCE**

We strongly recommend that you obtain renter’s insurance for your personal items, whether living on or off campus. Students living in University Housing will be held financially liable for damages as a result of negligence on their part. Check your family’s policy or renter’s insurance policy to see if you have coverage away from home.
Staying Healthy and Safe

Includes information on
► SAFE Nighttime Services
► Medical & Mental Health Services
► Division of Recreational Sports
► University Police
► Sexual Assault, Dating Violence, and Stalking Prevention
► Emergency Notifications: WiscAlerts
Staying Healthy and Safe

Staying healthy and safe is crucial to your success and well-being at UW–Madison. There are many resources and activities designed to help you stay healthy and safe, but four are especially important: SAFE Nighttime Services, University Health Services (UHS), the Division of Recreational Sports, and the University Police.

SAFE Nighttime Services

www.transportation.wisc.edu/transportation/safeservices.aspx

For complete information and guidelines for using SAFE Nighttime Services, visit www.wisc.edu/trans and click on “SAFE Nighttime Services.”

SAFEwalk

SAFEwalk is a student-staffed service that provides walking escorts and nighttime safety and travel information in the near campus area. Why walk home or to the library alone when you can have free, fast, and friendly company on your walk?

To request SAFEwalk, call 608–262–5000.

Hours

- October 1–March 31:
  7 p.m.–1 a.m. nightly
- April 1–September 30:
  8 p.m.–1 a.m. nightly
Medical and Mental Health Services

UNIVERSITY HEALTH SERVICES (UHS)

uhs.wisc.edu
333 East Campus Mall, Floors 5–8
Mailbox #8104
Madison, WI 53715–1381
608–265–5600

LAKESHORE CLINIC

Walk-in care for minor illnesses
Dejope Hall
640 Elm Drive

University Health Services provides:

► Medical and Mental Health Services
► Personal Wellness Services
► Prevention Programs Services
► Student Health Insurance Plan (SHIP)

UHS is the health clinic on campus and is open to you as a UW–Madison student. The team of experienced professionals combines routine health care with specialty clinics that focus on key health concerns. There is no charge for most types of various appointments and services, because your tuition and fees already pay most costs.

As Experts in College Health, UHS Provides:

► Medical treatment of injuries and illnesses, women’s health services, free flu shots, X-rays, and travel check-ups;
► Short-term counseling and psychiatric services for mental health issues;
► Personal wellness services including stress reduction, meditation, smoking cessation, nutrition, and more;
► Confidential HIV testing and STI testing and treatment in the Sexual Health Clinic;
► Confidential sexual assault, dating violence, and/or stalking victim advocacy;
► 24-hour mental-health crisis services and urgent medical advice by phone.

Health Insurance

Although the health care services offered by UHS address many student needs, access to UHS is not a substitute for having comprehensive health insurance coverage. You should have health insurance with coverage for both emergency and non-emergency care in the Madison area. Be sure to bring originals or photocopies of your insurance card (and prescription card, if applicable) to campus.

To ensure that you have access to a comprehensive health insurance plan, UW–Madison offers the Student Health Insurance Plan (SHIP). International students and J–1 scholars are required by the university to enroll in SHIP or to file a waiver proving they are adequately insured. Coverage for spouses, partners, and dependents is also available through SHIP. More information about SHIP is available at uhs.wisc.edu/ship.

MyUHS

MyUHS is a secure Web portal where you can make types of appointments, complete your Immunization and Health History form, and communicate electronically with your medical or mental health provider. To set up your account, go to the UHS homepage, uhs.wisc.edu, and click on the MyUHS button. You can sign up for your MyUHS account beginning June 1.

Immunizations

UHS recommends that students be up to date on the following immunizations when they start school:

► Meningococcal disease (with booster after age 16)
► MMR or measles/mumps/rubella (two doses since infancy)
► Tdap (a tetanus/diphtheria/pertussis one dose received after 2005)
Varicella (two doses; or history of having had chicken pox)
HPV (human papilloma virus, three doses for students under age 26)
Hepatitis B (three doses)

If you cannot complete your immunizations before arriving on campus, these are all available at UHS for a fee. All students should complete an online Immunization and Health History Form in MyUHS and provide dates of all prior immunizations. Students living in the University Residence Halls are required by Wisconsin law to report whether or not they have been vaccinated against meningococcal disease and hepatitis B. You can fulfill this requirement by completing the online form. The information you provide through this form is confidential and will not be shared with University Housing.

Your Health History

Please do not mail any health records to UHS. Instead, you should submit your health history electronically before you enter UW–Madison. You can do this by filling out the rest of the Immunization and Health History Form, found in your MyUHS account. The information you provide is confidential and becomes part of your health record at UHS. No portion of this information will be released to others without your prior written consent. Your personal health information is not available to university administrators or faculty.

For continuity of care, we advise students with chronic or recurrent conditions to choose a UHS primary care provider to see throughout their time at UW–Madison.
Rec Sports encourages students to Play Hard. Get Fit. Live Well — and have fun doing it — on campus.

Rec Sports operates four facilities and 63 acres of outdoor field space across campus to provide opportunities for you to play, run, sweat, swim, lift, skate, dance, and more.

Southeast Recreational Facility (The SERF)
715 West Dayton Street, near the Southeast Residence Halls
608–262–8244

Natatorium/Gym Unit II (Nat)
2000 Observatory Drive, near the Lakeshore Residence Halls
608–262–3742
The SERF and Nat house swimming pools, gymnasiums, racquetball courts, Futsal courts (SERF), badminton courts (Nat), group fitness and mind-body studios, weight rooms, cardio rooms, locker rooms with showers, and more.

Camp Randall Sports Center (CRSC or “The Shell”)
1430 Monroe Street (near Camp Randall Stadium)
608–263–6566
The CRSC features a running track, ice rink, basketball courts, fitness equipment, and locker rooms with showers.
Nielsen Tennis Stadium (NTS)
1000 Highland Avenue (near UW Hospital)
608–262–0410
NTS features 12 indoor and 6 outdoor tennis courts, and 6 squash courts. As a student, you receive a discount on court rental fees.

ACCESSIBILITY
All facilities are accessible and have accessible equipment. Reasonable accommodations for people with disabilities are honored; please call or email memberships@recsports.wisc.edu for assistance and information.

STAY ACTIVE WITH RECSPORTS
Whether you’re an experienced athlete or a first-time participant, Rec Sports has something for you. A wide variety of programs and services fit the many interests of students on campus.

- **Open Rec activities** include lap swimming, ice skating, weight lifting, basketball, futsal, tennis, and more. No additional fees or memberships required — just drop in and work out!

- **Group Fitness classes** are offered in a variety of formats including Zumba, Tabata, Spinning, Strength, Cardio, Aqua Fitness, and Core. Purchase a Group Fitness Membership via the Rec Sports website. Small group-training and Mind-Body Studio classes offer instruction in a more intimate setting.

- **Intramural Sports** are a great way to meet other students on campus while playing anything from flag football to soccer to inner tube water polo. Access IM Leagues via the Rec Sports website to get started, view schedules, join a team, and more. Play to win or play for fun — Rec Sports has options for everyone.

- **Sport Clubs** are registered student organizations that travel and compete at the state, regional, national, and international level. Rec Sports supports more than 40 sport clubs that vary in competitiveness and commitment expectations. Contact each club directly to learn more on how to join.

- **Personal Training** provides customized fitness plans with nationally certified trainers. Student discounts are available.

- **Instructional and certification programs** include swim lessons, tennis lessons, skate lessons, SCUBA classes, Red Cross safety courses, and ACE Personal Training Exam prep courses.

- **Join the team:** Rec Sports employs more than 500 students every year in a
Follow the action on Social Media.
Like Rec Sports on Facebook and follow them on Twitter for updated information, health tips, giveaway contests, and more.
Facebook: www.facebook.com/uwrecsports
Twitter and Instagram: @UWRecSports (use #ActiveBadger to tweet about your active lifestyle)

University Police
uwpd.wisc.edu
Emergency: 911
Non-emergency: 608–264–COPS (2677)

The University Police Department (UWPD) is a full-service law enforcement agency, open 24 hours a day, 365 days a year. Services include:

- Crime prevention programs;
- Investigation of reported crimes, disturbances, traffic accidents, and driving violations;
- Crime prevention publications;
- Patrol and inspection of the campus grounds and buildings to deter crime and to detect potential safety or security problems; and
- Crisis planning and responding to major incidents that might impact the campus community.

Online Safety
When establishing a personal profile on social network sites, you should be aware of the messages you relay about yourself through text and photos. Comments that express intolerance, disparaging remarks about individuals, and photos depicting unbecoming acts often lead to conflict between students. In addition, you should avoid revealing personal identity information (home address, full birth date, phone numbers, etc.) that can be used for identity theft and other negative purposes.

To learn more about online safety, visit cio.wisc.edu/security/awareness/networking.aspx.

Sexual Assault, Dating Violence, and Stalking

Sexual assault, dating violence, and stalking are serious crimes that can be prevented by respecting and getting consent from sexual partners, learning how to help a friend who has been victimized, and knowing the resources available to you on campus. Sexual assault, harassment, and stalking are included under the UW System Administrative Code Chapter 17, “Non-Academic Student Misconduct” found at docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf. These behaviors are not acceptable and are subject to disciplinary action, which can include expulsion or suspension.

If you or someone you know is a victim of sexual assault, dating violence, or stalking, we encourage you to seek support from a confidential office and/or report the incident (see below). A number of university offices are here to help you, whether or not you wish to report the incident to law enforcement. For more information, contact the following:

FOR CONFIDENTIAL ASSISTANCE:

UHS EVOC: END VIOLENCE ON CAMPUS
evoc@uhs.wisc.edu
333 East Campus Mall, 8th floor
608–265–1483

Integrated prevention and confidential victim advocacy services, available at University Health services at no charge, for student victims of sexual assault, intimate partner violence, and/or stalking. Supportive counseling, safety planning, medical and legal accompaniment, infor-
mation about reporting options, case management, and support groups.

**Rape Crisis Center**
Campus office: 608–265–6389
333 East Campus Mall, #7901
Community office: 608–251–5126
2801 Coho Street, #301
24-Hour Crisis Line: 608-251-7273
info@daneCountyrcc.org
daneCountyrcc.org
A community agency providing free and confidential services for survivors of all forms of sexual violence, including medical and legal advocacy, support groups, short-term counseling, and community education. Chimera self-defense classes are available for a small fee.

**University Health Services**
UHS.wisc.edu/assault
333 East Campus Mall
(medical and counseling services)
608–265–5600

**To Report:**

**Dean of Students Office**
http://students.wisc.edu
70 Bascom Hall
608–263–5700
dean@studentlife.wisc.edu

**Office for Equity and Diversity/Title IX Coordinator**
oed.wisc.edu
179A Bascom Hall
608–263–2378

**UW–Madison Police Department**
uwpd.wisc.edu
Non-Emergency: 608-264-COPS
1429 Monroe Street

**Emergency Notifications: WiscAlerts**
In the event of a campus emergency, UW–Madison will send you the most up-to-date information through many different communication methods, including mass email, website postings, and news media.

The university also offers an emergency alert service called WiscAlerts. The service will send messages via text, email, and social media to warn of an urgent situation—particularly in cases where you are being asked to do something specific, such as avoiding an area of campus or evacuating a certain building.

You’ll receive emailed WiscAlerts automatically, as appropriate. However, in order to receive WiscAlerts via text message, you must register your cellular phone with the university, and we highly encourage you to do so. To enroll in this very important service, visit http://go.wisc.edu/wiscalerts.

**Campus Safety Website**
safeu.wisc.edu
The university supplies information to you on crime prevention, procedures for reporting crime, resources for victims, and crime statistics to enhance the safety and security of everyone who visits, studies, or works on campus. Visit the campus safety website at safeu.wisc.edu for information on campus statistics and services, as well as for a link to the Campus Safety Report.
General Crime Prevention Tips

Madison is a large city with crime problems typical for a city of its size. In order to enhance your safety, take the following common-sense precautions to help protect yourself and your fellow community members:

- Remember that there is safety in numbers. If it is dark and you have to walk, find a friend or two to accompany you.
- If you cannot find a walking buddy, call SAFE Nighttime Services at 608–262–5000 for free walking escorts to any location on campus. (See page 43.)
- Use one of the lightway walking paths that run throughout the campus. Lightway paths are marked with reflective logos affixed to light poles.
- Be alert! If you are being followed, quickly go to an area of increased safety, such as an open business establishment, a group of people, or an emergency telephone.
- Let people know where you are going, and make plans as a group for evening activities. Look out for each other and don’t leave friends behind.
- Immediately report criminal or suspicious activity to police. Dial 911 in the event of a crime in progress. Note physical descriptions of persons involved, vehicle descriptions, and license plates if available.
- Alcohol is often a factor in many crimes on campus and should only be consumed in moderation. The legal age to consume alcohol in Wisconsin is 21.
- Lock the door when leaving your residence, even if only for a few minutes. It takes only a few seconds for a thief to steal your belongings.
- Lock your door when you are sleeping.
- Never leave a wallet or purse on top of your desk. Take it with you or lock it in a desk or file cabinet drawer.
- Avoid storing wallets, money, or jewelry in athletic facility lockers. These are prime targets for thieves. Do not leave items unattended at the courtside in recreational facilities.
- Avoid leaving books, laptops, backpacks, purses, coats, etc., unattended in libraries or other public areas.

- Keep a record of serial and model numbers, brand names, and descriptions of valuable items. Use “Operation Identification” engravers, available for no charge from the UWPD.
- See the chapter “Getting Around” for tips on keeping your bicycle secure.
- Nationwide, 90 percent of sexual assault perpetrators know the victim. Alcohol is involved in up to 75 percent of these cases on college campuses. Educate yourself and get consent from your partners.
- Consider taking self-defense courses through the Physical Education Activity program or the Chimera program (sponsored by the Rape Crisis Center and Division of Student Life); call 608–251–5126 for more information.

Additional tips to help prevent sexual assault that everyone may want to consider:

- If you’re a bystander and you see someone behaving in a way that seems suspicious or aggressive, do something about it. If you don’t feel comfortable or safe confronting them, call 911.
- If you see a friend acting sexually aggressive with someone who may or may not be intoxicated, say something.
- Make sure you have consent. Consent is a clear and freely given yes, not the absence of a no.
- Consent to one act is not necessarily consent to all acts. Make sure that you have ongoing consent.
- People who are incapacitated by alcohol or drugs cannot give consent.
- Have healthy, open conversations with your partner or potential partners about sex and your boundaries. If your partner hasn’t told you about their boundaries, ask. Be active in supporting a safe and respectful community. If you see others engaging in disrespectful or inappropriate actions, speak up and get involved, or contact someone else to assist.
Taking Care of Business

Includes information on

- Wiscard: Your ID Card and More
- Tuition & Fees and Financial Aid
- Office of the Registrar
- Office of Student Financial Aid
- Bursar’s Office
- University Housing
- Bank Cards
- Money Management Tips
Taking Care of Business

As a UW–Madison student, one of your responsibilities is to manage your finances. Whether you are paying tuition, looking for a job, or applying for financial aid, there are a variety of resources available on campus to help you along the way.

Wiscard: Your ID Card and More

wiscard.wisc.edu

Wiscard Office,
Union South, Room 149
1308 West Dayton Street
608–262–3258

Wiscard is your official UW–Madison photo ID card. It will give you access to campus libraries, recreational sports facilities, the Wisconsin Union, and other campus services. If you live in University Residence Halls, your Wiscard will also be your door access card to your residence hall.

You should obtain your photo ID while you are at SOAR or after you have enrolled in classes. To receive your initial card, you must visit the Wiscard office and present a valid and current government picture ID (e.g., driver’s license or passport). Stolen or misplaced cards will be replaced at a cost of $25.

Wiscard: Campus Purchases

In addition to being a photo ID and key card, Wiscard offers access to a simple, safe, and money-saving method for purchasing dining and school-related items at over 60 locations on campus.

Food

When paying with Wiscard, students receive discounts on food purchases at all University Housing, Babcock Hall Dairy Store, and Wisconsin Union dining locations. At University Housing dining facilities, undergraduates living in University Residence Halls receive a 30% discount on prepared food (20% on packaged food), and all other students receive a 5% discount. At Babcock Hall and Wisconsin Union dining and retail locations, all students receive a 5% discount with their Wiscard. Enrolled students are also exempt from the 5.5% sales tax on food purchases.

Other Purchases

In addition to food, Wiscard can be used for purchases at many locations across campus for other school-related products.
and services. This can include textbooks, course packets, laundry in the residence halls, printing, computer supplies, campus convenience store items, clothing, and on-campus entertainment. Wiscard can only be used to purchase goods and services; funds cannot be withdrawn from the account.

**Wiscard: Making Deposits**

For all students, we recommend an initial deposit of $350–$400 for books, supplies, and other items to make sure you’re ready to go once you get to campus. For students living in University Residence Halls, we also recommend an additional deposit of $300 for food to get you started.

Funds can be conveniently deposited into your Wiscard account by cash, check, debit card, or credit card:

**Online:** wiscard.wisc.edu

**By mail or in person:** Wiscard Office, Union South, 1308 West Dayton Street, Madison, WI 53715

**Why use Wiscard?**

- **It’s safe.** It’s simple to deactivate online or in person if lost or stolen.
- **It’s fast.** A swipe of your Wiscard will get you through the line faster.
- **It’s convenient.** You only need to carry one card—your Wiscard. Plus, our online system makes it easy to deposit money, check balances, and view your transaction history.
- **It can save you money.** Wiscard users get discounts on food purchases at all Union restaurants, markets, and cafes as well as at all University Housing dining facilities. Students using Wiscard pay no tax on food purchases.

To learn more about the Wiscard account and where it is accepted, visit wiscard.wisc.edu.

**Tuition & Fees and Financial Aid**

- **The Office of the Registrar** assesses tuition and fee amounts and determines residency for tuition purposes.
- **The Office of Student Financial Aid** determines financial aid eligibility and processes financial aid awards.
- **The Bursar’s Office** provides tuition eBills; applies payments, loans, grants, and scholarships to student Tuition Accounts; and issues Tuition Account refunds.

**Office of the Registrar**

registrar.wisc.edu

333 East Campus Mall, #10101
Madison, WI 53715–1384
608–262–3811
reginfo@em.wisc.edu
twitter: @UWMad_Registrar

The Office of the Registrar provides assistance regarding:

- Course enrollment
- Enrollment and course-change deadlines
- Residence for tuition purposes
- Tuition information and adjustment/refund deadlines
- Student Veteran Services
- Official transcripts
- Enrollment verifications
- Student records and contact information
- Family Educational Rights and Privacy Act (FERPA) information

**KNOW YOUR RIGHTS!**

Information about student privacy rights can be found in the Family Educational Rights and Privacy Act (FERPA) section on page 77.
Tuition Assessment and Minnesota Reciprocity

registrar.wisc.edu/tuition_&_fees.htm
333 East Campus Mall, #10301
Madison, WI 53715–1384
608–262–4031
tuition@em.wisc.edu

Contact this office for questions and information related to how tuition and fees are determined, late-initial enrollment fee appeals, and the Minnesota-Wisconsin tuition reciprocity agreement.

Minnesota-Wisconsin Tuition Reciprocity Agreement

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108–5227
651–642–0567 or 800–657–3866

Minnesota residents must apply to the Minnesota Office of Higher Education for verification of their eligibility for reciprocity. An online application is available at www.getreadyforcollege.org.

Questions regarding certification under the Minnesota-Wisconsin Reciprocity Agreement should be addressed to: tuition@em.wisc.edu, or by calling 608–262–4031.

There is no reciprocity agreement with any other state.

Residence for Tuition Purposes

www.registrar.wisc.edu/residence.htm
333 East Campus Mall, #10301
Madison, WI 53715–1384
608–262–1355
res4tuition@em.wisc.edu

Contact this office for questions and information related to eligibility for resident tuition status and appealing nonresident tuition status.

Tuition Adjustments for Dropped Courses and Withdrawals

The date a course is dropped determines if a tuition adjustment will occur. For more information regarding adjustments and drop deadlines, go to registrar.wisc.edu and click on the “Key Deadlines” link under Enrollment Information.

Office of Student Financial Aid

www.finaid.wisc.edu
333 East Campus Mall, #9701
Madison, WI 53715–1382
608–262–3060
finaid@finaid.wisc.edu

Hours: 7:45 a.m.–4:30 p.m. Monday–Friday

You can learn about potential funding sources, such as grants, loans, work-study, and part-time employment, through the Office of Student Financial Aid. Learn about the types of aid available and how to apply by visiting the Student Financial Aid website.

Jobs

www.jobcenter.wisc.edu

UW Student Job Center
333 East Campus Mall, #9701
Madison, WI 53715–1382
608–262–5627
uwstudent.jobcenter@finaid.wisc.edu

The UW Student Job Center maintains extensive listings of part-time and summer employment opportunities for students. Both on- and off-campus employers list positions. New openings are posted daily. Visit the UW Job Center or browse through the listings online.

Scholarships

UW–Madison annually awards more than $26 million in scholarships to undergraduates. Most of these scholarships recognize a student’s overall academic achievement or outstanding accomplishments in a particular field. Don’t be discouraged if you are not awarded a scholarship as
a freshman or new transfer. You may do outstanding work once you are enrolled at UW–Madison and receive a scholarship in recognition of that work in your sophomore, junior, or senior years.

For more information, visit Scholarships@UW–Madison (http://scholarships.wisc.edu), or contact the Scholarship Office (scholarships@em.wisc.edu).

**Scholarships You Receive**

Information and instructions are on the Bursar’s website at bussvc.wisc.edu/bursar/finaiddc.html

**Your UW Department Scholarship Awards**

- are submitted directly to the Bursar’s Office to apply to your tuition account.

**Your Private Scholarship Checks**

- Mail or bring checks you receive to the Bursar’s Office to apply to your Tuition Account. (The majority of organizations mail scholarships directly to the Bursar’s Office.)
- Student name and Campus ID should be on the check.
- Include supporting documentation that came with the check.
- Bursar’s Office applies scholarships to Tuition Accounts as they are received.

**Financial Aid Disbursement (Loans/Grants/Scholarships)**

- All financial aid is applied to your Tuition Account to pay tuition charges.
- Financial aid begins applying to Tuition Accounts the week before the term starts.
- If there are remaining funds after tuition is paid, the Bursar’s Office issues a refund to you to use to pay housing, buy books, or for other costs of education. (See Tuition Account refunds below.)

**Bursar’s Office**

www.bussvc.wisc.edu/bursar

333 East Campus Mall, # 10501
Madison, WI 53715–1383
Cashier hours 7:45 a.m.–4 p.m.
(Open at 9:15 a.m. on Wednesdays)
Phone 608–262–3611 (7:45 a.m. –4:30 p.m.)
Email: tuition@bussvc.wisc.edu
(include your name and campus ID)

**Bursar responsibilities:**

- Provide the tuition eBill.
- Apply payments, scholarships, loans, and grants to student Tuition Accounts.
- Process Tuition Account refunds.
- Maintain the Tuition eBill / ePayment website.

**Tuition Account Refunds**

Refund information and FAQs at www.bussvc.wisc.edu/bursar/qryerrefund.html.

The Bursar’s Office issues a refund to you if there are remaining funds after your tuition is paid. You have the option to receive an eRefund or a mailed check. (Exception: a check is mailed to your parent for remaining funds from a Parent PLUS loan.)

**eREFUNDS:** Are processed daily and deposited directly into the personal checking or savings account you provide.

- **To enroll for eRefund:** Go to My UW Student Center>Finances, click “eRefund Management” and then click the yellow button. On the Tuition eBill/ ePayment Site, click the link to enroll for eRefund and follow instructions.

**Paper checks:** Are processed weekly for students not enrolled for eRefund and for Parent PLUS loans.

- Student checks are mailed to the their My UW “Mailing” address.
- Parent checks are mailed to their “Home” address.
Monitor and Manage Your Tuition Account

Refer to pages vi and vii for My UW Student Center information; and to view Tuition Account related links under Finances-My Account.

Parent access to view and pay your tuition bill:

Authorized Payer instructions and FAQs are at bussvc.wisc.edu/bursar/echeckfaq.html. You must add your parent as an Authorized Payer on the Tuition eBill/ePayment Site for access to view or pay your tuition eBill.

► To set up an Authorized Payer, log into My UW Student Center>Finances. Click Authorized Payer Setup, and then click the yellow button. On the Tuition eBill/ePayment Site, click Add New in Your Authorized Payer section and follow instructions.

NOTE: Tuition and University Housing are on separate systems. To set up parent access to view and pay UW Housing eBills go to www.housing.wisc.edu/residencehalls/authorizedpayer.

View eBill/Make ePayment and then click the yellow button. On the Tuition eBill/ePayment Site, click view next to the bill in Your Published eBills section.

Tuition Payment Methods

Detailed payment information is at www.bussvc.wisc.edu/bursar/tuitpay.html.

► Debit and credit cards are not accepted, nor is there a payment plan.

Make an ePayment

► Use only a personal checking or savings U.S. bank account.

► An ePayment pays tuition in real-time.

► There is no ePayment charge.

► International students can pay with a foreign currency.

Mail a Check (do not mail cash)

A mailed payment must be in the Bursar’s Office, not postmarked, by the due date to avoid a late fee.

► Student name and Campus ID should be on any check sent to the Bursar’s Office.

► Make check payable to UW–Madison.

► Mail to UW–Madison Bursar, 333 East Campus Mall, #10501, Madison, WI 53715–1383.

Types of checks to mail to the Bursar’s Office to be applied to your Tuition Account:

► Personal checks (include the top of the tuition eBill if possible).

► Scholarship checks (indicate that it is a scholarship).

► Tuition payment from a 529 College Savings Plan, bill-paying service, or investment account. (Contact whom-ever manages the account to set up payment arrangements).

Tuition Bill and Due Date

The Bursar’s Office provides an electronic tuition eBill which is published to view on a secure website for students and whom-ever they set up as an Authorized Payer.

► eBills are published the week before the term starts.

► Students and Authorized Payers are notified via email when the eBill is available.

► Tuition due date is the third Friday after the term starts.

To view, print, or pay your eBill: Log into My UW Student Center>Finances, click
Pay in Person at 333 East Campus Mall
Pay with cash or check at the Bursar’s Office between 7:45 a.m.–4 p.m., M–F. Or, place a check in the dropbox near the first-floor elevator, or on the 10th floor.

Dropbox hours are at www.bussvc.wisc.edu/bursar/droppay.html.

Tuition Paid by a Third Party
A third party is a company, government, or other agency paying a student’s tuition. A third party must provide written authorization to the Bursar’s Office to bill their organization for a student’s tuition. The authorization must include the student’s name, campus ID, amount and academic terms to be paid, and a mailing address and a contact name.

Submit authorization to the Bursar’s Office before the tuition due date.

If a third party only pays a portion of tuition and fees, the student must pay the remaining balance by the tuition due date.

► If a third party does not pay the bill after a reasonable time, the student is ultimately responsible for paying.

If a UW–Madison department will pay all or part of your tuition, direct the department to the Bursar’s Web to complete the authorization form. Detailed third-party sponsor information is at bussvc.wisc.edu/bursar/thirdpsp.html.

University Housing
University Housing and Tuition accounts are on separate systems, have different billing and due-date schedules, and must be paid separately. Please direct University Housing billing questions to: www.housing.wisc.edu/residencehalls-billing.

Division of University Housing
Cashier’s Office
Slichter Hall
625 Babcock Drive
Madison, WI 53706
608–262–2230

Quarterly Housing Bills
During the year, you will receive four quarterly Housing bills. An email is sent to notify students and Authorized Payers when a new bill is published on Housing’s secure website. The first-quarter bill is published in early July. You may give parents and other individuals the ability to view your Housing bills online and make electronic payments to your Housing account by setting them up as an Authorized Payer in Housing’s online payment system. For more information, go to www.housing.wisc.edu/residencehalls-billing-authorizedpayer.

Payment Methods for Housing Bills
Online: www.housing.wisc.edu/residencehalls-billing-payment

You and authorized third parties (parents,
guardians, third-party sponsors, etc.) can pay Housing bills online using an electronic check (eCheck) or credit card (MasterCard, Visa, Discover, or American Express). A 2.75% fee is charged for all online credit card payments. There is no additional charge for electronic check payments.

By mail: Checks and money orders can be sent to the Housing Cashier’s Office, 625 Babcock Drive, Madison, WI 53706.

In person: Payments can be made in person at the Housing Cashier’s Office, 625 Babcock Drive. Office hours are Monday–Friday, 7:45 a.m. to 4:30 p.m. Accepted forms of payment include checks, money orders, and cash.

Bank Cards
ATM & Debit Cards
These cards make it easy for you to get cash and make purchases. If you have an ATM/Debit card with your checking or savings account, you can withdraw funds at any time. Ask for detailed information about ATM/Debit cards when you open a checking or savings account. There may be a fee for having the card, and there may be an additional fee for each use of the card. Know your financial institution’s rules for using your card, especially the fees, and deduct those charges from your account when figuring your balance.

Banking

Many students choose to continue banking in their hometown and rely on ATM machines and the Internet to manage their accounts. For students who would prefer to set up accounts in Madison, we recommend checking the Internet or the local Yellow Pages. UW–Madison does not endorse or recommend any particular financial institution.

Credit Cards
Using a credit card is a promise to pay for something at a future date. You are committing your future income to buy something today. There is no end to a credit card. Unlike a loan, it is revolving debt; how much you have to pay will be based on how much you owe and the interest rate. The interest rate is usually between 13 percent and 20 percent, but you may pay even more if your payment is late. There are many organizations giving away credit cards to students, and it’s relatively easy to get one. Keep just one major card and use it only when necessary. Do not sign up for every credit card offer you receive. Ask yourself, “Why do I need this card?” And be sure to read the fine print on credit card offers.

If you decide to get a credit card, consider getting one with a low credit limit so you’re not tempted to overspend. The more you buy on credit now, the more you

Veteran Services & Military Assistance Center

veterans.wisc.edu
333 East Campus Mall, #10301
Madison, WI 53715–1384
608–265–4628
veterans@em.wisc.edu

The Veteran Services & Military Assistance Center (VSMAC) assists eligible student veterans or military dependents with state and federal educational benefits. Visit VSMAC to meet the School Certifying Official, who will help you through the necessary paperwork to start and maintain your state and federal benefits.
Beware! It is easy to overspend, fall into a delinquent category, and ruin your credit rating. Many students have nearly ruined their educational and vocational careers by unwise use of credit cards.

Money Management Tips

- Set a budget. Decide ahead of time how much you can spend each month on food, entertainment, and other expenses.

- If you’re opening a savings or checking account, shop around. Financial institutions all offer different accounts and services. Look for the one that best fits your needs for the lowest price.

- Keep your checkbook register up to date or monitor your activity online. ATM and debit card receipts should be entered just like a check. Keep the receipts and check them against your statement each month.

- Know the fees you’re charged each month, and be aware of additional fees you might incur for writing checks or using an ATM card. Deduct these when calculating your account balance.

- Check your bank statements. It’s a good idea to read your statements and make sure all the transactions listed match your personal records.

- Keep your financial information safe. Always know where you put your checkbook and/or ATM/debit card. If you ever lose a checkbook or card, let your financial institution know immediately.

- Always pay your bills on time. Missed payments can have a negative impact on your future ability to borrow money for things you might want later in life.

- If you have roommates, make sure you all sign a roommate-agreement form that specifies who pays what bills. This can help prevent arguments that can ruin friendships.

- If you work during the summer, you should save as much as you can of your take-home income to meet the expenses you will have in the coming school year. Try to save 50% if you can.

- People in school come from a variety of backgrounds. Your real friends will understand that you may not be able to afford everything they can, such as going out frequently or taking trips. There are many activities on this campus that are free.
Computing at UW–Madison

Includes information on

- Computer Networks and Security
- Campus Computer Labs and Printing
- DoIT Tech Store
- DoIT Help Desk
Computing at UW–Madison

DoIT, the Division of Information Technology, provides you with the computing, networking, and other campus technology resources you’ll need on campus.

Computer Networks and Security

How do I connect to the campus network?

UW–Madison’s wireless network, UWNet, is available in most buildings on campus. In addition, University Housing has a network for residents called ResNet. For instructions on how to connect to ResNet and UWNet, visit doit.wisc.edu/students. For additional assistance, you can always contact the DoIT Help Desk at 608-264-4357.

How do I protect my computer and personal identity?

Use these top five tips to keep your computer—and yourself—safe.

► Install Symantec Antivirus Software. It’s free and available at software.wisc.edu.

► Keep your operating system patched and install updates automatically.

► Choose strong passwords and don’t share them.

► Respect copyright. Download only from legal sources and turn off file-sharing.

► Don’t click on unsolicited links or attachments in emails, or disclose identity information (SSN, birth date, etc.) online, including on social networking sites.

For more ways to keep your computer safe, visit cio.wisc.edu/security.

Computer Labs and Printing

How do I find campus labs?

You’re never far from a computer on campus. More than 1,000 computers are available in 18 conveniently located campus computer labs. Students living in University Residence Halls can access labs located in the residence halls, using their electronic key, 24 hours a day. For more information on the labs and available equipment, see doit.wisc.edu/computerlabs.

How do I print on campus?

Labs provide access to printers, as well as scanners, digital editing resources, and an equipment check-out program.

DoIT Tech Store

How do I buy computers and supplies?

DoIT offers a wide variety of shared campus resources and discounted technology products. When deciding on the computer equipment that you’ll need on campus, we recommend that you work with the DoIT Tech Store consultants. Our knowledgeable staff is available to provide you with technology advice and walk you through the process to acquire the right computer for your needs. More importantly, the DoIT Tech Store has special discounts on a wide variety of computing, software, and accessory products. They are available at three locations on campus, as well as through our online site: www.techstore.doit.wisc.edu.
DoIT Help Desk

How do I get help with my computer?
Regardless of the type of computer you have, you can get technology support seven days a week at the DoIT Help Desk. If your computer is having hardware issues, the Help Desk can diagnose the issue and recommend repair options. DoIT is an authorized warranty repair provider for Dell and Apple computers.

The DoIT Help Desk provides

► Free virus detection and removal
► Software support
► Hardware troubleshooting and repair
► Hardware installation
► Data recovery services

Access to support is available through our online, chat, and phone support team. In-person support is available at our Tech Store and Help Desk locations.

How do I learn to use my computer and software?
Take advantage of free training opportunities with Software Training for Students classes and free online training. You can learn spreadsheets, databases, video and audio editing, Web design, digital art, photo editing, word processing, and more. Free project troubleshooting is available from the Ask a Trainer service. For schedules and access to online training, see wisc.edu/sts.

For more information about these and other resources, visit www.doit.wisc.edu/students.

Help Desk

By phone: 608–264-HELP (4357), 7 days a week: 7 a.m.–11 p.m.

By chat: helpdesk.wisc.edu

By email: help@doit.wisc.edu

In person, at our DoIT Tech Store locations:

Computer Sciences Building,
1210 West Dayton Street:
Monday–Friday: 7:45 a.m.–5 p.m.

Health Sciences Learning Center,
750 Highland Avenue:
Monday–Friday: 7:45 a.m.–5 p.m.

333 East Campus Mall:
Monday–Friday: 10 a.m.–7 p.m.
Saturday/Sunday: Noon–4 p.m.

DoIT Tech Store: techstore.doit.wisc.edu

Division of Information Technology (DoIT)

DoIT Tech Store
techstore.doit.wisc.edu
1210 West Dayton Street
608–264–DOIT (3648)
Monday–Friday: 7:45 a.m.–5 p.m.

750 Highland Avenue
Monday–Friday: 7:45 a.m.–5 p.m.

333 East Campus Mall
Monday–Friday: 10 a.m.–7 p.m.
Saturday/Sunday: Noon–4 p.m.

DoIT Help Desk
helpdesk.wisc.edu
608–264–HELP (4357)
Getting Around

Includes information on

- Taking a Bus
- Riding a Bike
- Mopeds/Scooters
- Parking
- Travel around Madison
- Travel outside Madison
Getting Around

Most students do not bring a car to school and are concerned with how they are going to get from point A to point B. But with Madison’s bike-friendly roads, reliable public transportation, and a convenient airport in town, you should have no problem getting where you need to go.

Taking a Bus

Free Campus Bus Routes

Route 80 operates from approximately 6:30 a.m. until approximately 2 a.m. Route 80 serves most campus facilities from the Memorial Union to the Eagle Heights area.

Routes 81 and 82 provide free nighttime service during the academic year to popular near-campus housing areas.

Madison Metro

608–266–4466

Madison Metro provides bus service to the campus and the Madison community.

Route and schedule information is available by calling the Metro Info Line at 608–266–4466, or on the Web at cityofmadison.com/metro. Find real-time arrival information for all routes and stops through Metro’s Transit Tracker (available on Metro’s website) or via the Mobile UW App at mobile.wisc.edu.

Student Bus Pass

Associated Students of Madison (ASM), the university’s student government, coordinates a student bus pass program. This student-fee funded program allows for unlimited rides on the local bus system, Madison Metro.

Your student bus pass is good seven days a week, whenever the buses
are running. It allows you to get around Madison—to grocery stores, shopping malls, various businesses, and restaurants throughout the city.

Check the ASM website at asm.wisc.edu for specific information on how to obtain your free bus pass.

**Biking**

The university and the city of Madison are considered premier locations for biking, with over 40 miles of bike paths as well as more than 100 miles of bike lanes and streets suitable for biking.

Pick up a bike map at any UW Transportation Services office or contact the Commuter Solutions team for personalized assistance.

Madison and Wisconsin laws recognize bicycles as vehicles and give bikes the right to use most roadways. Cyclists using roadways are required to comply with all traffic signals and laws. Wisconsin state law requires the use of a white front headlight and a red rear reflector at night. Use of a bicycle helmet is strongly recommended. Coupons for discounts on lights and helmets are available at Transportation Services offices. All bicycles are required by law to be registered, and this can be your best insurance policy for seeing your bike again if it is stolen. A four-year license costs $10 and can be purchased at many Madison bike shops, or online through madisonpay.com.

- Bike racks are located near most buildings on campus. Park your bike only at these designated racks; locking your bike to trees or handrails is not permitted.
- If your bike needs maintenance, visit the Bicycle Resource Center in the basement of H.C. White, Lot 6. The center is a self-service bicycle maintenance shop with a large selection of quality bike tools and supplies, free for use to all UW–Madison students. Hours vary, see transportation.wisc.edu for details.

You can reduce the chance of having your bike stolen if you follow a few common-sense precautions:

- Invest in a high-quality U-lock and always use it to lock the frame and one or both wheels to a rack.
### Traveling in Madison

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<tr>
<th><strong>UW Transportation Services</strong></th>
<th><strong>SAFE NightTime Services</strong></th>
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<tbody>
<tr>
<td>608–263–6666</td>
<td>608–262–5000 SAFE Program</td>
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<tr>
<td>(TTY) 608–265–3424</td>
<td>608–262–9798 SAFE Coordinator</td>
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<td>transportation.wisc.edu</td>
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<th><strong>Commuter Solutions Team</strong></th>
<th><strong>Madison Metro Bus</strong></th>
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<td>608–890–4542</td>
<td>Information</td>
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<td><a href="mailto:tdm@fpm.wisc.edu">tdm@fpm.wisc.edu</a></td>
<td>608–266–4466</td>
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<td>transportation.wisc.edu</td>
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<td>866–704–2316</td>
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<th><strong>Bicycle/Pedestrian Coordinator</strong></th>
<th><strong>City of Madison</strong></th>
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<tr>
<td>608–263–2969</td>
<td>transportation.wisc.edu</td>
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<th><strong>Madison B-Cycle</strong></th>
<th><strong>Taxicabs</strong></th>
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<td>800–473–4743</td>
<td>Badger Cab</td>
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<td><a href="mailto:info@madisonbcycle.com">info@madisonbcycle.com</a></td>
<td>608–256–5566</td>
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<td>madisonbcycle.com</td>
<td>Madison Taxi</td>
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<td></td>
<td>608–255–TAXI</td>
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<td>Union Cab</td>
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<td>608–242–2000</td>
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<th><strong>Zipcar</strong></th>
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<td>866–494–7227</td>
<td>Badger Cab</td>
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<tr>
<td>zipcar.com/uwmadison</td>
<td>608–256–5566</td>
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- Lock your bike to a rack in a well-lit and populated area whenever possible.
- Remove expensive items (bike bags or lights) prior to leaving your bike.
- Avoid leaving your bike locked in one place for extended periods of time, except outside at designated overnight storage racks at residence halls. Your bike could be considered abandoned and be impounded if it is left in one place on campus without being used for three days.

**Madison B-cycle Urban Bike Sharing**

Madison B-cycle is another way to get around town or campus on a bike. Madison B-cycle members can check out a B-cycle at any B-station, ride to where they need to go, and park at the station closest to their destination.

All memberships allow you to check out one bike at a time and include an unlimited number of bike checkouts in your membership period. The first 30 minutes of each ride is also included in your membership.

A network of B-cycles are located throughout Madison, making it economical and convenient to use bikes for trips that are too far to walk but too short to drive. As a member, you can use a B-cycle to run an errand, grab lunch, travel from the bus stop to your class, or just explore the city.

For more information or to purchase a discounted student membership, visit madison.bcycle.com.

**Mopeds/Scooters**

Mopeds parked on campus must be in designated moped parking stalls and display a valid UW–Madison moped parking permit. Permits are available online at transportation.wisc.edu.

Parked anywhere other than in a designated stall or failing to display a valid permit will result in a citation. Moped drivers can be ticketed for violating traffic laws, as mopeds are motor vehicles with the same rights and responsibilities as...
other vehicles. It is illegal to drive a moped on a sidewalk or in a bike lane. It is also illegal for a moped to carry a passenger. For more information on moped parking, registration, and licensing, visit transportation.wisc.edu.

Moped users should wear a helmet and eyewear to avoid injury in case of a crash. For more on moped safety and campus operating rules, see the moped video on the UW Transportation Services website.

Some vehicles that look like mopeds are legally considered motorcycles, based on their speed and engine capacity. Because the laws and parking regulations for mopeds and motorcycles are different, it is important to know which you have. Typically a moped has a 50-cc or smaller engine size. For more information, check the Wisconsin Department of Transportation website at dot.state.wi.us. For information on motorcycle parking on campus, visit UW Transportation Service’s website at transportation.wisc.edu.

Parking

Due to limited availability, on-campus parking permits are rarely granted to students. Priority is given to students who are commuting from outside Madison. Temporary parking is available on a first-come, first-served basis.

Meters are available at some of the lots on campus. Time limits range from 25 minutes to 8 hours. Vehicles may not park longer than the time limit posted on metered stalls. Adding additional funds to the meter does not extend the posted maximum time limit for parking.

Additional information regarding permit parking availability, eligibility, and the process to apply can be found at: http://transportation.wisc.edu/customergroups/student_parking.aspx

Hourly Parking

Hourly parking is available on a first-come, first-served basis at gated facilities around campus. Information on location, rates, and hours of operation can be found at: http://transportation.wisc.edu/parking/Visitor_hourly.aspx. This page also includes a link to real-time availability information for visitor facilities.

A limited number of full- and half-day visitor parking permits are available for some lots on campus. They can be purchased at one of the UW Transportation Services offices: 21 North Park Street, or 124 WARF Building, 610 Walnut Street.

Overnight parking on campus is limited; please review the Lot Times & After Hour Parking Policy at transportation.wisc.edu.

If you park illegally on campus you will be ticketed and your vehicle may be towed.

Residential parking permits for certain streets in Madison are available for a yearly fee, if you qualify. Call the City of Madison Department of Transportation for more information, 608–266–4761.

The cost to rent a privately owned parking space varies, ranging from $50–$100+ per month. For more information and a listing of available parking options in the downtown area, visit the Campus Area Housing website at campusareahousing.wisc.edu/parking_info.asp.

Please be observant of parking spaces designated for persons with disabilities. These are reserved for those who are unable to get to school or work without them. In addition to denying another’s right to mobility, those who misuse these parking spaces are subject to a hefty fine and towing.

Visit the UW Transportation Services website at transportation.wisc.edu for up-to-date parking and transportation information.
Travel Around Madison

**CAR SHARING: ZIPCAR**

[zipcar.com/uwmadison](http://zipcar.com/uwmadison)
866–494–7227

Think leaving your car at home means you’ll lose the freedom of a car at school? Think again! Zipcar, UW–Madison’s car-sharing service, allows students to reserve cars by the hour and is sponsored by UW Transportation Services. Zipcar offers reliable hybrids and other fuel-efficient vehicles, located in reserved parking locations on campus that are available 24/7. No need to worry about gas, full-coverage insurance, maintenance, or roadside assistance—it’s all included with a Zipcar reservation.

Join Zipcar, at [zipcar.com/uwmadison](http://zipcar.com/uwmadison). When you become a member you’ll receive your own zipcard to make online reservations. Simply walk to your reserved car, swipe your zipcard over the sensor on the windshield, and go!

**Students enjoy Zipcar for:**

- Taking trips back home
- Exploring Devil’s Lake State Park and surrounding areas

Being part of UW–Madison’s car-sharing community is a great way to meet people, and it makes life on campus even easier.

Travel Outside Madison

**BADGER BUS**

[badgerbus.com](http://badgerbus.com)
877–292–8259

Buses run between Madison and Milwaukee daily, including both downtown Milwaukee and Mitchell Field Airport. Tickets are available at the Essentials store in Memorial Union.

**GREYHOUND BUS**

[greyhound.com](http://greyhound.com)
800–231–2222

Pick-up is at the Chazen Museum. Tickets are not sold at this location: purchase tickets at [greyhound.com](http://greyhound.com). The bus services many metropolitan areas, including Chicago and Minneapolis. Student discounts are available.
**Van Galder Bus/Coach U.S.A.**

coachusa.com/vangalder  
608–752–5407; 800–747–0994  
Bus service is available from 800 University Avenue to O’Hare Airport (takes 3 1/2 hours); to downtown Chicago (takes 4 hours); and to Midway Airport (takes 4 hours); with stops in Janesville, Beloit, and Rockford. Tickets are available at the Essentials store in Memorial Union.

**Better Bus**

betterbus.com  
608–561–1287  
Run by students who travel between Madison and the Twin Cities, Better Bus usually operates for Thanksgiving, winter, spring, and Easter/Passover breaks. It does not make frequent stops, but offers food and videos on the buses. Usual pick-up points in Madison are the Towers, Witte Hall, and the Lakeshore Residence Halls. Twin City destinations are the St. Paul bus stop and Minneapolis bus stop, near Ridgedale Mall, among others. Call Campus and Visitor Relations at 608–263–2400 for more information.

**Megabus**

megabus.com  
Offers bus service to downtown Chicago (Union Station) and downtown Minneapolis (U of M campus; South 3rd Avenue and Chicago Avenue). Buses depart from Dutch Mill Park and Ride.

**AJ Prestige Chauffeur Service**

ajprestige.com  
608–338–5800  
Offers shared rides to Milwaukee and Chicago airports.

**Amtrak**

amtrak.com  
800–872–7245; TTY/TTD 800–523–6590  
Amtrak trains stop in Columbus, Wisconsin, 25 miles northeast of Madison. The Van Galder bus goes to the Amtrak station in Chicago, and Badger Bus goes to the Amtrak station in Milwaukee.

**Dane County Regional Airport**

msnairport.com  
608–246–3380  
Dane County Regional Airport (MSN), 4000 International Lane, offers flights to regional and national destinations. Call specific airlines for flight information. The airport is accessible by taxi or airport limo. Weekday service via Madison Metro is also available.
Resources and Policies
Resources and Policies

Campus Events Information

Stay on top of the steady flow of news, event announcements, and other information related to your life on campus and your academic career by checking out these options. Get the news you want in the way that works best for you.

► Visit the Campus Events Calendar at today.wisc.edu for events and activities, searchable by category, date, or keyword.

► Bookmark UW–Madison’s official news and information page at news.wisc.edu for daily updates.

► We’re on Twitter, Facebook, and Instagram. Get the news and send us your comments and questions at @UWMadison and @uwnewstudent. Explore the network of Campus Twitterers at twitter.com/uwmadison/lists. You can also “Like” us on Facebook at facebook.com/UWMadison and facebook.com/uwnewstudent and Instagram at /uwnewstudent and /UWMadison.

► The Weekly is a weekly email newsletter created by UW–Madison students for UW–Madison students. The Weekly brings the latest news and items from social media and campus Web straight to Badgers everywhere. It’s here to help make life around here just a little easier, while also making you laugh, feel smarter, and feel more connected. The Weekly also features a constantly updating social media hub of the best #UWMadison tweets and Instagrams! #OnWisconsin/#Buckylist.

► The Daily Cardinal and the Badger Herald, the two student-run campus newspapers, both contain listings of campus and area events. The Wisconsin State Journal and the online Capital Times are sources for campus and community news. The Isthmus (published every Thursday) and the satirical Onion (published every Wednesday) are free and can be picked up on campus. Special editions or inserts with details about area events and attractions are published periodically.

► UW–Madison Student Radio (WSUM) broadcasts at 91.7 FM and netcasts from its website at wsum.org. Programming includes an eclectic mix of new music, news, sports, and forums for discussion of student and community matters.

Campus and Visitor Relations

info.wisc.edu.
608–263–2400
askbucky@uwmad.wisc.edu
Chat at askbucky.wisc.edu
@UWMadisoninfo
facebook.com/uwmadisoninfo
instagram.com/uwmadisoninfo

Locations: Campus and Community Information Welcome Desk at Union South and Memorial Union, and Town Center Welcome Desk at Wisconsin Institutes for Discovery.

Got questions? Ask us! Campus and Visitor Relations is your central source for campus and community information. Chat, email, or stop by today! Our friendly and enthusiastic student staff will answer your questions and help you navigate UW–Madison.
community issues. Student-owned and operated, WSUM is for all UW–Madison students. The station provides on- and off-air hands-on educational experience for students with interest in broadcast communications. For more information, details on operations, and opportunities for participation, call 608–262–1864; email wsum@wsum.wisc.edu; or visit the website at wsum.org.

Additional Contacts
In addition to publications and online resources, there are a variety of people able to assist you, including:

**Academic and Career Advisors**
Visit advisors for support and guidance.

**Campus Information**
If you know who you are trying to reach, call campus information (608–262–1234) for the phone number, or look online at wisc.edu/directories. If you aren’t sure who to call, contact Campus and Visitor Relations at 608–263–2400 or email askbucky@uwmad.wisc.edu.

**Faculty and Teaching Assistants**
Be sure to visit them during their office hours.

**Family and Friends**
Be sure to consult your family members and friends. They have been and will continue to be key resources in your life.

**House Fellows and Residence Hall Assistants**
For those living in university or private residence halls, House Fellows and residence hall assistants can help you in a number of ways not limited to your living space.

**Important Policies**
Every UW–Madison student has rights and responsibilities as a member of this community. While it’s not always obvious, students exercise these rights and responsibilities every time they attend class, walk across campus, use a campus email account, or submit a paper or examination. As a member of this academic community, your responsibilities include your consistent practice of civility toward others; your respect for the expression of diverse opinions; your insistence on academic honesty and integrity; and your efforts to ensure that the community is safe from violence, harassment, fraud, theft, disruption, and intimidation. The following

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**Transfer Transition Program**

**transfer.wisc.edu**
608–890–4690
transfer@studentlife.wisc.edu

The Transfer Transition Program (part of the Center for the First-Year Experience) supports new transfer students throughout the transition to UW–Madison.

**We can help you:**
- Discover how your interests fit into the options at UW–Madison
- Navigate resources and services to help with transition
- Resolve questions in your first semesters at UW–Madison

**Transfer Ambassadors**
The Transfer Ambassador Program, housed in the Transfer Transition Program, connects new transfer students with a Transfer Ambassador to help facilitate the adjustment to UW–Madison. These experienced transfer students assist new students in a successful transition by facilitating involvement opportunities, promoting a sense of belonging into the greater Madison community, and providing resources for personal and academic success.

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sections outline some of the rights and responsibilities you have as a member of the UW–Madison community.

**Student Conduct**

Student conduct rules are found in three chapters of Wisconsin administrative law that apply statewide to all UW campuses and students. These are commonly referred to as UWS 14 (academic misconduct, i.e., cheating on exams and plagiarism), UWS 17 (non-academic misconduct, i.e., misconduct toward other members of the community, alcohol and drug use, sexual assault, stalking), and UWS 18 (conduct on university lands). Each UW campus implements these rules through its own procedures.

At UW–Madison, the assistant deans in the Dean of Students offices are charged with this responsibility. A dean’s office staff member is available to speak with or meet with any individual wishing to learn more or seeking a confidential place to discuss conduct matters. Rules and campus-specific procedures are available through the Division of Student Life, 75 Bascom Hall, 608–263–5700, or online at students.wisc.edu/doso/.

**Student Privacy Rights**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the privacy of student educational records, access to those records, and disclosure of information from them. Public directory information that can be released without a student’s written consent includes name, postal address, telephone number, email address, date of birth, etc. A student has the right to restrict the release of directory information by placing a FERPA restriction on that data. Prior to enacting a restriction, a student should carefully consider how that decision may affect him or her in unexpected ways. Students wishing to restrict some or all directory information should log into their Student Center in My UW, click on “Privacy” under Personal information, then click on the “FERPA Restriction” tab.

FERPA also requires that UW–Madison school officials must protect the privacy of student educational records and shall not disclose personally identifiable information about a student (ex. grades, class schedule, student ID number, etc.) or permit inspection of the student’s records without his or her written consent unless
permitted by FERPA.

Questions about student privacy and FERPA should be directed to the Office of the Registrar. Phone: 608-262-3811; Address: 333 East Campus Mall, #10101, Madison, WI 53715-1384; Web: registrar.wisc.edu/ferpa_overview.htm. We encourage you to become familiar with FERPA so you may best exercise your options and rights in regard to your personal information.

**Parental Involvement Guidelines**

FERPA establishes parental involvement guidelines for UW–Madison staff members. In emergency cases, staff members may contact and notify parents/guardians of certain serious behaviors/incidents involving their students who are under 21 years of age.* While staff will always regard students as autonomous adults and work with them in a developmentally appropriate manner when addressing behavioral concerns, parents/guardians can often influence students differently than staff. Therefore, these guidelines are intended to provide the opportunity to occasionally partner with parents/guardians in order to assist students who may be struggling with alcohol/drug abuse, mental health disorders, or safety-related concerns when such partnership would have educational and health-related benefits to the student.

In cases when staff are made aware of applicable incidents and, in their professional judgment, determine that parental involvement would benefit the student, staff may contact parents/guardians.* Examples include:

- When there is an alcohol or other drug violation of UWS 17 that results in a sanction of probation, which would mean subsequent violations could result in suspension or expulsion from the university, for an underage student.

- When a student’s behavior has and may continue to pose a serious risk to the health, safety, or well-being of themselves or of other persons.

- When an underage student is transported to a detoxification facility or hospital for an overdose of alcohol or other drugs.

- When a student has attempted suicide or has engaged in suicidal demonstrations/ideation and when staff feel the student may be a danger to themselves and/or has been a disruption in the living environment and to other students.

If one or more of the above criteria are met, staff will meet with the student and let the
student know of the plan to contact their parents/guardians. If staff determine that parental/guardian involvement may help abate the concerning behavior, the student will be encouraged to make the initial contact with the parent/guardian. A staff member would then follow up with a phone call, or in some cases, a letter to the parents/guardians. Should a student ignore the requests to meet, notification will be sent to the student informing them of the intent to involve their parents/guardians and the parents/guardians will subsequently be contacted.

* There may be circumstances where parental notification may be impossible or inappropriate due to unusual or extenuating personal or family circumstances. Students will be afforded the opportunity to demonstrate that notification would be counterproductive or would present a danger to his/her well-being.

**Responsible Use of University Technology**

Access to university technology (email, My WebSpace, My UW–Madison) is a wonderful benefit for UW–Madison students. Before you begin using university technology (including your campus email account) you should understand what activities are considered inappropriate and/or illegal (e.g., downloading copyrighted music, using resources for financial gain, etc.). See Responsible Use Policies at cio.wisc.edu/policies.

**Religious Observances**

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 religious holidays. Students have the right to reasonable accommodation in the timing of examinations and other academic requirements imposed on them, provided that the student notify the instructor of such a conflict within the first two weeks of class.

Instructors are not obliged to schedule make-ups before the regularly scheduled requirements. Students who believe they have been treated unfairly should speak with the faculty member. If no resolution is found they should speak with the department chair. If no resolution is found there, they should speak with the appropriate person in the school or college’s dean’s office. If there is still no resolution, contact the Division of Student Life at 608–263–5700.

**Absence from Classes Because of Illness or Emergencies**

Just as most employers do not require employees to submit letters from physicians to verify their illnesses or absences, most faculty members and teaching assistants (TAs) accept your word that you have a legitimate reason for missing a class, an exam, or deadline. Written verification is generally not necessary. In the event of an illness, accident, or an emergency, the best practice is for you to make direct contact, preferably before the class or exam takes place, with your professor or teaching assistant. You should talk with her/him in person, if possible, or by phone or email.

Neither the Division of Student Life nor University Health Services writes excuses for students. These matters need to be communicated and discussed with your instructors; all decisions about the impact of your absence on your grade, as well as any arrangements for making up work, rest with your instructors.

Faculty and departmental phone numbers/addresses can be obtained by calling campus information at 608–262–1234 or searching the online directory, at wisc.edu. If you are unable to make direct contact with your instructor, or unable to leave word with the department, a member of the Dean of Students staff (608–263–5700) will inform her or him of the circumstances by sending a brief note or making a phone call. Remember that your academic dean’s office is also a valuable resource for advice on this topic.
Equal Opportunity/Affirmative Action Compliance Statement

The University of Wisconsin–Madison is committed to providing equal opportunity and equal access and to complying with all applicable federal and state laws and regulations and University of Wisconsin System and university non-discrimination policies and procedures. Information, including how to file a complaint alleging discrimination, can be found at the Office for Equity and Diversity (OED) website: www.oed.wisc.edu. OED is located at: 179-A Bascom Hall, 500 Lincoln Drive, Madison, WI 53706; 608-263-2378; Wisconsin Telecommunications Relay Service: 7-1-1; FAX 608-263-5562.

The following are the nondiscrimination bases for covering students and applicants for admission to the university; university employees and applicants for employment at the university; and those wishing to take part in university programs and activities, including visitors to campus.

Students: age; ancestry; color; creed; disability; ethnicity (specifically involving harassment by UW employees); marital or parental status; national origin; pregnancy; race; religion; retaliation for opposing discrimination, making a complaint of discrimination or taking part in an investigation relating to discrimination; sex; sexual orientation. A student who wishes to file a discrimination complaint against a fellow student who is acting in his or her role as a student should contact the Division of Student Life (DSL) at: Room 75, Bascom Hall, 500 Lincoln Drive; Madison, WI 53706; VOICE 608-263-5700; TTY 608-263-2400; e-mail: dean@studentlife.wisc.edu. For more information about the DSL complaint process visit www.wisc.edu/students/advocacy/bias.htm#complaint. A student who wishes to file a discrimination complaint against another student who is acting in his or her role as an employee of the university (e.g., a graduate or teaching assistant, a resident assistant, or a student hourly employee) should contact OED.

Employment: age; ancestry; arrest record; color; conviction record; creed; cultural background; disability; ethnicity (specifically involving harassment by university employees); gender identity; gender expression; marital status; genetic testing; honesty testing; military obligations; national origin; pregnancy; race; religion; retaliation for opposing discrimination, making a complaint of discrimination or taking part in an investigation relating to discrimination; sex; sexual orientation; use or nonuse of lawful products off the employer’s premises during nonworking hours.

University programs or activities (including visitors to campus): Age; color; disability; national origin; race; retaliation for opposing discrimination, making a complaint of discrimination, or taking part in investigations of discrimination; sex.

Additional campus resources: Address questions concerning sex discrimination to the Title IX Coordinator: Assistant Vice Provost, Director of the Office for Equity and Diversity, 179-A Bascom Hall, 500 Lincoln Drive, Madison, WI 53706; VOICE 608-263-2378; Wisconsin Telecommunications Relay Service: 7-1-1; FAX 608-263-5562. Questions concerning disability can be addressed to the Americans with Disabilities Act Coordinator: Director, Office of Administrative Legal Services, 500 Lincoln Drive, Room 361 Bascom Hall, Madison, WI 53706, VOICE 608-263-7400; FAX 608-263-4725.

McBurry Disability Resource Center: Students seeking academic adjustments or auxiliary aides in order to participate in the university’s programs or activities should contact the McBurry Center at: 702 W. Johnson Street, #2104, Madison, WI 53715; VOICE 608-263-2741; TEXT 608-225-7956; FAX 608-265-2998; www.mcburney.wisc.edu. Other resources for disability issues on campus can be found at adac.wisc.edu.
Notes
UW Recycles

Cans, Glass, Plastic

- Metal Cans
- All Plastics
- Labeled #1-7
- Coffee Cup Lids
- Yogurt Containers
- Glass Bottles
- Glass Jars
- Milk Jugs

Mixed Paper

- Cardboard Boxes
- Coffee Cup Sleeves
- Paperboard Boxes (cereal, soda, etc.)
- Newspaper
- Notebook Paper
- Clean Pizza Box Tops
- Junk Mail

Compost

- All Food Waste
- Coffee Grounds/Tea Bags
- Napkins
- Wooden Chopsticks

Trash

- Tissues
- Food Wrappers
- Straws
- Plastic Utensils
- Greasy Pizza Boxes

On campus recycling also available for:

- Batteries
- Cellphones
- Styrofoam
- CDs and DVDs

For locations/more info visit sustainability.wisc.edu

Office of Sustainability
UNIVERSITY OF WISCONSIN–MADISON