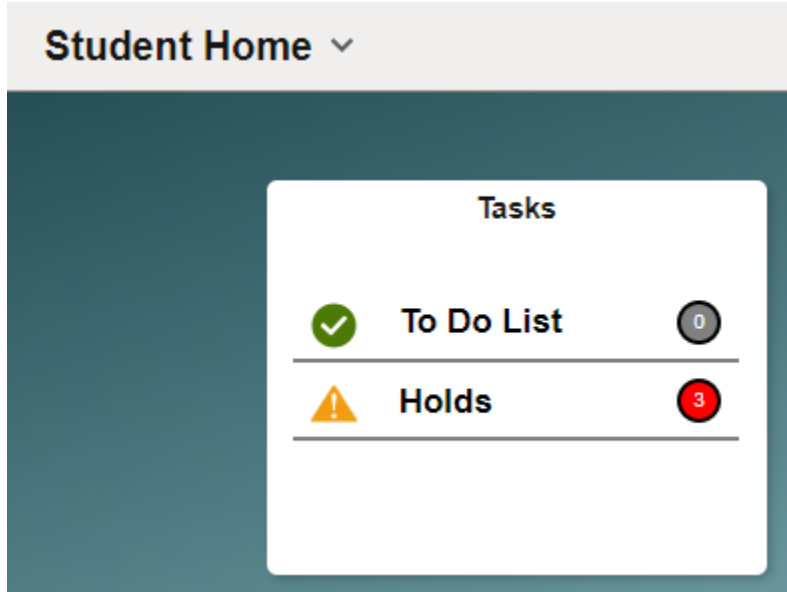


# Pre-Enrollment Checklist

Students start by clicking on Holds in WINS.



The students will then see what is on their Holds list.

Hold <sup>↑↓</sup>	Department <sup>↑↓</sup>	
Academic Advising	Curriculum & Instruction	>
Academic Advising	Curriculum & Instruction	>
Pre-Enrollment Checklist: Fall Term 2024	Student Accounts	>

3 rows

The student will click on Pre-Enrollment Check list for x Term YYYY to open the check list

## Hold Details

×

---

### Pre-Enrollment Checklist

**Reason** Signed Agreement Required

**Start Term** Fall Term 2024

REQUIRED PRIOR TO REGISTRATION: You need to complete the Pre-Enrollment Checklist before you can enroll in classes.

---

Start Checklist

Click on Start Checklist and go through each of the 7 steps.

### Pre-Enrollment Checklist

Next >

<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9e79f;"><b>1</b> Pre-Enroll Welcome <small>Complete</small></div>	<b>Step 1 of 7: Pre-Enroll Welcome</b> <p>Each term you are required to complete this checklist prior to registering for classes. We want to have accurate information about you. After you <b>Confirm</b> each step, click <b>Next</b> to continue.</p> <p><b>Step 2 Emergency Contacts:</b> Provide at least one contact which UWW can reach in case of an emergency.</p> <p><b>Step 3 Local Address:</b> This is where you physically live, or where you sleep at night. This is needed for federal reporting purposes.</p> <p><b>Step 4 Pre-Enroll FERPA:</b> Acknowledge you understand a Students Right to Know required by FERPA.</p> <p><b>Step 5 SSN Confirmation:</b> We need your SSN or ITIN for federal reporting purposes and 1098-T distribution.</p> <p><b>Step 6 Terms &amp; Conditions:</b> Agree to the Terms and Conditions for paying tuition and fees for the courses you register for.</p> <p><b>Step 7 Complete:</b> Confirm you are finished. This will release your registration hold.</p>
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9e79f;"><b>2</b> Emergency Contacts <small>Not Started</small></div>	
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9e79f;"><b>3</b> Local Address <small>Not Started</small></div>	
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9e79f;"><b>4</b> Pre-Enroll FERPA <small>Not Started</small></div>	
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9e79f;"><b>5</b> SSN Confirmation <small>Not Started</small></div>	
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9e79f;"><b>6</b> Terms &amp; Conditions <small>Not Started</small></div>	
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9e79f;"><b>7</b> Complete <small>Not Started</small></div>	

Students will be prompted to enter one emergency contact if there isn't one currently in WINS. Otherwise, the student hits Confirm and then Next (appears after you click confirm).

Pre-Enrollment Checklist

[< Previous](#)

1 Pre-Enroll Welcome Complete	<b>Step 2 of 7: Emergency Contacts</b> <div style="text-align: right;"><a href="#">Confirm</a></div> <table border="1"><tr><td colspan="3">+</td></tr><tr><th>Contact</th><th>Phone</th><th>Preferred</th></tr><tr><td>Elaine Strassburg</td><td>608/563-0831</td><td>✓ &gt;</td></tr></table>	+			Contact	Phone	Preferred	Elaine Strassburg	608/563-0831	✓ >
+										
Contact		Phone	Preferred							
Elaine Strassburg		608/563-0831	✓ >							
2 <b>Emergency Contacts</b> In Progress										
3 Local Address Not Started										
4 Pre-Enroll FERPA Not Started										
5 SSN Confirmation Not Started										
6 Terms & Conditions Not Started										
7 Complete Not Started										

---

[Cancel](#) **Add Contact** [Save](#)

\*Name

\*Relationship  ▼

Preferred

**Primary Phone Number**

---

Country Code

\*Phone Number

Extension

**Other Phone Numbers**

---

No other phone numbers defined.

[Add Phone](#)

**Students must enter a local address or confirm if one exists. This is where the student is currently living – where they sleep at night. NC-SARA requirement.**

Pre-Enrollment Checklist

[< Previous](#)

- 1 Pre-Enroll Welcome Complete
- 2 Emergency Contacts Complete
- 3 Local Address In Progress
- 4 Pre-Enroll FERPA Not Started
- 5 SSN Confirmation Not Started
- 6 Terms & Conditions Not Started
- 7 Complete Not Started

Step 3 of 7: Local Address

Confirm

Local Address

No address defined

[Add Local Address](#)

Cancel

Add Address

Save

Type Local

\*From 10/21/2024  [Copy From](#)

\*Country United States 

\*Address 1

Address 2

Address 3

City

State  

Postal

County

[Clear](#)

**Students must confirm their understanding of Students Right To Know per FERPA.**

## Pre-Enrollment Checklist

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1	<b>Pre-Enroll Welcome</b> Complete
2	<b>Emergency Contacts</b> Complete
3	<b>Local Address</b> Complete
4	<b>Pre-Enroll FERPA</b> In Progress
5	<b>SSN Confirmation</b> Not Started
6	<b>Terms &amp; Conditions</b> Not Started
7	<b>Complete</b> Not Started

### Step 4 of 7: Pre-Enroll FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of educational records. FERPA provides you with certain rights with respect to your education record. These rights include the right to inspect and review your education record, to request an amendment to your education record, to provide written consent, and the right to file a complaint. For complete information about FERPA [go to FERPA](#).

I have read and agreed to the above statement for the 2024 Fall Term.

[Confirm](#)

**Students must next confirm their SSN for 1098T processing. Currently we check for a valid number.**

## Pre-Enrollment Checklist

[< Previous](#)

1	<b>Pre-Enroll Welcome</b> Complete
2	<b>Emergency Contacts</b> Complete
3	<b>Local Address</b> Complete
4	<b>Pre-Enroll FERPA</b> Complete
5	<b>SSN Confirmation</b> In Progress
6	<b>Terms &amp; Conditions</b> Not Started
7	<b>Complete</b> Not Started

### Step 5 of 7: SSN Confirmation

Your Social Security Number or ITIN as listed in WINS seems valid.

If you wish to change your SSN or ITIN, [click here and fill out this form](#) and take it to the Registrar's Office.

**I confirm that I have read this page.**

[Confirm](#)

The sixth step is Terms and Conditions. The student will click on View/Accept to review and accept the Terms and Conditions for enrolling.

Pre-Enrollment Checklist			
		<a href="#">← Previous</a>	
<b>1</b> Pre-Enroll Welcome Complete	<b>Step 6 of 7: Terms &amp; Conditions</b>		
<b>2</b> Emergency Contacts Complete	1964422		
<b>3</b> Local Address Complete	Nancy Strassburg		
<b>4</b> Pre-Enroll FERPA Complete	Instructions		
<b>5</b> SSN Confirmation Complete			
<b>6</b> Terms & Conditions In Progress			
<b>7</b> Complete Not Started			

[View/Accept](#)      2024 Fall Term      Terms & Conditions Contracts

[Confirm](#)

## The student needs to consent to Electronic Signature

Student Contract
Empl ID 1964422 Nancy Strassburg
Term 2247 2024 Fall Term
<b>Electronic Signature Acknowledgement and General Instructions</b> The Electronic Signature Acknowledgement must be accepted before you can accept the Terms & Conditions for Enrollment. Please follow these instructions to complete the signature acceptance process: 1. Read the electronic signature acknowledgement. 2. If you agree, click on "I Consent to Electronic Signature". Once you have done this, the Terms & Conditions for Enrollment document will open for your review and acceptance. Agreeing to the electronic signature will not accept the Terms and Conditions for Enrollment. 3. If you prefer to sign a hardcopy of the agreement rather than allow the electronic signature, click on "I do not Consent to Electronic Signature". You will then need to fill out the Terms and Conditions for Enrollment agreement, sign it and deliver it in person to Student Accounts, Room 104, Hyer Hall. Once received, a staff member will release the hold on your account so you can register for classes. Please be aware that this will postpone your ability to register until the hard copy document is received.
<b>E-SIGNATURE CONSENT</b> By clicking "I consent to Electronic Signature" below, I am hereby consenting to the creation, enforcement and use of my electronic signature to enter into the subsequent "Terms and Conditions for Enrollment". I understand that by clicking "I consent to Electronic Signature", I will be granted access to electronically accept the "Terms and Conditions for Enrollment" in order to enroll as a student at UW-Whitewater. If I do not wish to execute the "Terms and Conditions for Enrollment" in electronic format, I understand I need to click "I do not consent to Electronic Signature". I understand I have the option of executing the Terms and Conditions for Enrollment in non-electronic format, and if I wish to do so, will click "Printer-friendly Version" for a hardcopy, and will need to sign and personally deliver the document to the Student Accounts office, Hyer 104. I understand if I do not execute the "Terms and Conditions for Enrollment" in either electronic or paper form that I will not be permitted to register for classes at UW-Whitewater. By clicking "I consent to Electronic Signature" below, I acknowledge that I am able to print and/or download a copy of this Agreement if I wish to retain a copy of it.
<a href="#">I consent to Electronic Signature</a> <a href="#">I do not consent to Electronic Signature</a>
You must first specify whether you agree to using an Electronic Signature.
✓ <b>Terms &amp; Conditions Contracts</b>

**The Terms and Conditions will appear once the student agrees to the electronic signature. At the end the student must choose a marital status and click I accept the Terms and Conditions button.**

**Student Contract**

Empl ID 1964422 Nancy Strassburg  
Term 2247 2024 Fall Term  
Student Marital Status   
Date of Decree (if Legally Separated)

**Required of WI Residents if Married or Legally Separated**

Spouse Name   
Spouse Email   
Spouse's address is same as student's  No  
Address Line 1   
Address Line 2   
City  State  Postal Code

To print documents, select any desired text and paste to a Word document and print.

**Once accepted the student must confirm and click next.**

**Pre-Enrollment Checklist**

<b>1</b> Pre-Enroll Welcome Complete	<b>Step 6 of 7: Terms &amp; Conditions</b> 1964422 Nancy Strassburg Instructions <input type="button" value="Accepted"/> 2024 Fall Term Terms & Conditions Contracts <input type="button" value="Confirmed"/>
<b>2</b> Emergency Contacts Complete	
<b>3</b> Local Address Complete	
<b>4</b> Pre-Enroll FERPA Complete	
<b>5</b> SSN Confirmation Complete	
<b>6</b> Terms & Conditions Complete	
<b>7</b> Complete Not Started	

The last step requires the student to click Confirm one last time.

Pre-Enrollment Checklist	
	<a href="#">&lt; Previous</a>
<b>1</b> Pre-Enroll Welcome Complete	<b>Step 7 of 7: Complete</b>  Click below to complete your checklist and remove your pre-enrollment hold.  <b>Confirm</b>
<b>2</b> Emergency Contacts Complete	
<b>3</b> Local Address Complete	
<b>4</b> Pre-Enroll FERPA Complete	
<b>5</b> SSN Confirmation Complete	
<b>6</b> Terms & Conditions Complete	
<b>7</b> Complete Complete	

The response is date stamped and the student can return to their WINS Home page.

Pre-Enrollment Checklist	
	<a href="#">&lt; Previous</a>
<b>1</b> Pre-Enroll Welcome Complete	<b>Step 7 of 7: Complete</b>  Thank you for completing the Pre-Enrollment Checklist. Your pre-enrollment hold has been removed.  Completed 2024-10-21 <b>Return to Home</b>
<b>2</b> Emergency Contacts Complete	
<b>3</b> Local Address Complete	
<b>4</b> Pre-Enroll FERPA Complete	
<b>5</b> SSN Confirmation Complete	
<b>6</b> Terms & Conditions Complete	
<b>7</b> Complete Complete	