High School Special Program (HSSP)

The High School Special Program allows qualified high school students to select and register for courses at UW-Waukesha. Students from public, private and home schools may participate in the HSSP. Students work with their high school counselor and/or an advisor at UW-Waukesha to select appropriate courses. School Board approval is not required and the student is responsible for payment of tuition, course fees and books.

UW-Waukesha Admission Requirements:
The following criteria must be met for admission as a High School Special Student:

- Enrollment as a junior or senior in high school
- Rank in the top 75% of the high school class
- Documentation of preparation to begin university-level work

Applying for Admission to UW-Waukesha for the High School Special Program:
All new participants in the HSSP program must apply for admission to UW-Waukesha. The following information and documents must be submitted to the Admissions Office:

- Submit a special student application
- Submit the attached Enrollment Worksheet
- A letter of recommendation from a school counselor or a teacher (the letter should present support of the student’s ability to succeed in a university level course)
- An official high school transcript and ACT scores, if taken
- Advanced placement test scores, if applicable

Continuing as a High School Special Student:
Student wishing to take additional classes into the next semester must submit:

- A new Enrollment Worksheet
- An updated official high school transcript

IMPORTANT NOTES

HSSP students are held accountable to know and understand the information in the UW-Waukesha Timetable for the semester in which they are attending. This will include exam dates, snow dates, differences in vacation dates and financial payment deadlines to mention few. Any questions should be asked at the time of registration for your courses.

Grades earned at UW-Waukesha by students in the HSSP are part of the student’s permanent college record. Official transcripts may be requested by completing a transcript request form available in the Business Office, Student Services Office or online. A $6 fee is required for each copy requested.

FINANCIAL INFORMATION

Students in the HSSP are responsible for all tuition and fees incurred at UW-Waukesha. It is important to read and understand all tuition information provided in the timetable. Strict guidelines in regards to dropping courses and payment deadlines are enforced. Please do not hesitate to ask questions in regards to the HSSP.
Return this form with the following:

1. The completed application form
2. Letter of recommendation (see previous sheet)
3. Official high school transcript with ACT scores if taken
4. Advanced Placement Test scores if needed

Mail to:

UW-Waukesha
Attn: Admissions
1500 N. University Drive
Waukesha, WI  53188-2799

Student’s Name______________________________________________________

High School________________________________________________________________

Graduation Year _____________________________________________________

Desired Semester of Enrollment:

☐ Fall     ☐ Spring

UW-Waukesha Course(s) of interest:  (Make sure to have many alternative choices)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

High School Courses Concurrently Enrolled in:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

High School Principal Signature: _______________________ Date ____________

OR...

High School Counselor Signature: _______________________ Date ____________

ALL PARENTS PLEASE READ:

1. We understand that UW-Waukesha expects regular attendance in all courses and that the student must assume responsibility for attendance. UW-Waukesha does not record or report attendance of High School Special students to their high school or parents.

2. There is a $25 new student fee required to be paid before registration can take place for your student. A placement test may also be required and a separate $25 fee assessed.

3. All High School Special students must submit a $100 Advance Tuition Deposit to the Business Office before they will be able to register for classes. The Advance Tuition Deposit is not a fee, but a $100 deposit towards your semester tuition. This deposit is not applicable to students attending summer sessions.

4. High School Special Students and their families are responsible for the payment of any tuition and fees incurred at UW-Waukesha.

Student Signature_______________________________ Date________________

Parent Signature________________________________ Date_______________
University of Wisconsin-Waukesha
Mail to: Student Services Office, 1500 N. University Drive, Waukesha, WI 53188

Special Student Application

Mail to: Student Services Office, 1500 N. University Drive, Waukesha, WI 53188

Social Security ___________________________  ___________________________  ___________________________

Birthday ___________ (mo/day/yr)  County ___________________________

Last Name ___________________________  First ___________________________  Middle Initial  Previous Name

Permanent Address ___________________________  Street ___________________________

City ___________________________  State ___________________________  Zip ___________________________  Since (mo/yr) ___________________________

Mailing address if different from above—street, city, state, zip and dates

Home Phone ___________________________

Other Phone ___________________________

List former addresses within the last two years: include street, city, state, zip and dates

________________________________________  ______________________________________

________________________________________  ______________________________________

________________________________________  ______________________________________

________________________________________  ______________________________________

Educational Background

Have you previously attended UW-Waukesha?  Yes  No  If yes, semester/year:________________________

High School ___________________________  Name of School ___________________________  Year of Graduation ___________________________

If you do not have a high-school diploma, have you passed the HSED/GED?  Yes  No  If yes, Date: ___________________________

List any education beyond high school. Include all college, technical school or university education beyond high school:

Name of School ___________________________  City, State ___________________________

Dates of Attendance (mo/yr-mp/yr) ___________________________  Degree Earned ___________________________

________________________________________  ______________________________________

________________________________________  ______________________________________

________________________________________  ______________________________________

________________________________________  ______________________________________

Are you in good standing and eligible to return to all schools attended?  Yes  No  (If no, explain on an attached sheet)

Residence Data

Have you, your spouse or someone claiming you as a dependent, moved to Wisconsin within the last year or plan to move to Wisconsin prior to the beginning of the term for which you are applying, in order to begin full-time employment in Wisconsin?  Yes  No

Do you claim legal Wisconsin residence for tuition purposes?  Yes, please complete:  No

I have lived continuously and only in Wisconsin since (mo/yr): ___________________________

I have voted or registered to vote in (city/state): ___________________________

I have held a driver’s license only in Wisconsin since (mo/yr): ___________________________

I have registered my motor vehicle(s) only in Wisconsin since (mo/yr): ___________________________

I have filed a Wisconsin State Income Tax Return as a resident every year since (yr): ___________________________

I am listed as a dependent on income tax forms of:  own, since ______  father’s  mother’s  parents

Parents address(es) for the last two years:

________________________________________  ______________________________________

________________________________________  ______________________________________

________________________________________  ______________________________________

________________________________________  ______________________________________

________________________________________  ______________________________________

Applying for:

☐ Summer  ☐ Fall  ☐ Spring

Applying for (check one):

☐ Special/New Student  ☐ Special/Re-entry Student  ☐ YOP/HSSP

☐ Summer Session Only  ☐ Second Undergraduate Degree  ☐ Audit Only

☐ Senior Citizen (60+) Auditor

Gender:  ☐ Male  ☐ Female

Citizenship:

☐ U.S. Citizen

☐ Resident Alien  Alien registration # ___________________________

(Attach copy of both sides of resident alien card)

☐ Nonimmigrant Alien  Visa Type: ___________________________

Racial/Ethnic Heritage (check one):

☐ African American/Black

☐ American Indian or Alaskan Native  Tribal affiliation ___________________________

☐ Cambodian, Laotian, Vietnamese, admitted to U.S. After 12/31/75

☐ Other Asian/Pacific Islander

☐ Hispanic/Latino

☐ White/Non-Hispanic

U.S. Veteran:  Yes  No

I certify that the information on this application is true and complete. If additional information is needed to determine my eligibility for admission or my residence status, I will provide it upon request. I understand that inaccurate information may affect my admissibility. I also understand that admission as a Special Student carries no commitment on the part of the University to admit me at a later date as a degree candidate. If I enroll at this University, I will abide by its rules and regulations.

Signature ___________________________

Date ___________________________