### 2015-2016 NON-DEGREE ENROLLMENT VERIFICATION FORM

(ATTN STUDENT: Please fill out the top portion and have the bottom portion completed by the program contact in the department of your intended degree or certificate program.)

**Date:** ____________________  
**Applicable Semester(s):** Fall 2015 ( ) Spring 2016 ( ) Summer 2016 ( )

**Student Name:** ____________________  
**Student ID#** ____________________  
**Email Address:** ____________________  
**Phone** ____________________

**IMPORTANT** Have you ever received Stafford Loan funds for preparatory coursework at UWM or any other school?  
**YES** ☐  **NO** ☐ (You must check one if category B applies).

### To Be Completed by the program contact in the department of your degree or certificate program:

Non-Degree students are not eligible for financial aid funds except under specific circumstances. The exception categories are:

A.) Student is enrolled at least half time in an eligible certificate program. **Refer to**  
[http://www4.uwm.edu/financialaid](http://www4.uwm.edu/financialaid) for a list of eligible certificate programs - or -

B.) Student is enrolled at least half time in required teacher certification coursework - or -

C.) Student is enrolled at least half-time in courses required to make up deficiencies or meet pre-requisites for admission to a degree or certificate program at UWM.

**IMPORTANT:** Non-Degree students without a bachelor’s degree do NOT qualify for Financial Aid.

**CATEGORY A:** Is the student enrolled in an eligible certificate program?  
**YES** ☐  **NO** ☐

Students must be fully admitted to the certificate program to be eligible for financial aid (PAWS must be updated to reflect enrollment in the certificate program).

If yes, please provide the name of the **certificate program** and the **academic department** offering the certificate:

(Proceed to “Completed by:” section at bottom of form)

**CATEGORY B:** Is the student required to take courses to make up deficiencies or meet prerequisites prior to applying for entry into a UWM degree or certificate program?  
**YES** ☐  **NO** ☐

Taking courses only to raise GPA for admittance does not qualify. Taking courses while waiting for acceptance to a program does not qualify. Generally, courses taken must NOT apply towards degree. However, if a student must prove they can complete graduate level coursework successfully, courses taken may apply towards degree.

If yes, please list ALL required coursework (even if coursework will be taken in a subsequent semester). Indicate the reason for taking the prerequisites and program the student is seeking to enter. If the required coursework changes, a new form must be submitted.

**REQUIRED** courses the student must complete *(note, a student must be enrolled for a minimum of 6 of these credits per semester to receive financial aid loans):**

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<thead>
<tr>
<th>course #</th>
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</thead>
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Reason student is required to take pre-requisites:

The name of the academic program the student is seeking to enter:

**Completed by:**

<table>
<thead>
<tr>
<th>Program Contact</th>
<th>E-mail Address</th>
<th>Phone</th>
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<tbody>
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Signature ____________________  
Department ____________________  
Date ____________________

Please return form to: Gayla Jenkins, email: jenkinsg@uwm.edu, Fax: 414-229-5699