2019-20 NON-DEGREE ENROLLMENT VERIFICATION FORM

Please complete the top portion of this form. The remaining portion of this form must be completed by your academic department.

Applicable Semester(s):  Fall 2019  ☐  Spring 2020  ☐  Summer 2020  ☐

Student Name: __________________________________    Student ID#:___________________

Email Address: __________________________________   Phone:________________________

*IMPORTANT* Have you ever received Federal Direct Loan funds for preparatory coursework at UWM or any other school?

YES ☐   NO ☐ (You must check one if Category B applies. See page 2 for Category B).

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

Category A:  Student is enrolled at least half time (4 credits for graduate program/6 credits for undergraduate program) in an eligible certificate program. For a list of eligible programs, refer to https://uwm.edu/financialaid/apply-for-aid/eligibility/non-degree-students/ - or - Student is enrolled at least half time in required teacher certification coursework.

Category B:  Student is enrolled at least half-time (6 credits) 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 or B must be completed by the program contact in the department of your degree or certificate program:

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:

__________________________________________ ______________________________________
Name of Certificate Program     Academic Department

Please proceed to Signature Section on the next page.
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):*

Course #__________ Course #__________ Course #__________ Course #__________
Course #__________ Course #__________ Course #__________ Course #__________

Reason student is required to take pre-requisites:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

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

___________________________________ _______________________ ______________
Program Contact - Printed Name   E-mail address   Phone

___________________________________ _______________________ ______________
Program Contact - Signature   Department   Date

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