

# **Orientation for High School Students**

**Spring 2019**



UNIVERSITY OF WISCONSIN  
**Colleges  
Online**



# Introduction & Topics We'll Cover

- What does it mean to be a High School Special Student?
- Student Account Access
  - PRISM
  - Email
  - D2L
- Important Dates & Deadlines
  - Proof of Participation
  - Dropping Courses
- Textbooks
- Resources
- Tips To Be Successful



# Expectations

- You are taking a college level course and will be graded the same as all other students
- Faculty have the same expectations of you as any other student
- What does this mean for you?
  - Read the course syllabus
  - Do all the required work
  - Adhere to deadlines set for the course (your college course may have a different schedule than your high school classes)
  - Don't hesitate to ask for help (Faculty, Advisors, or Tutoring Services)

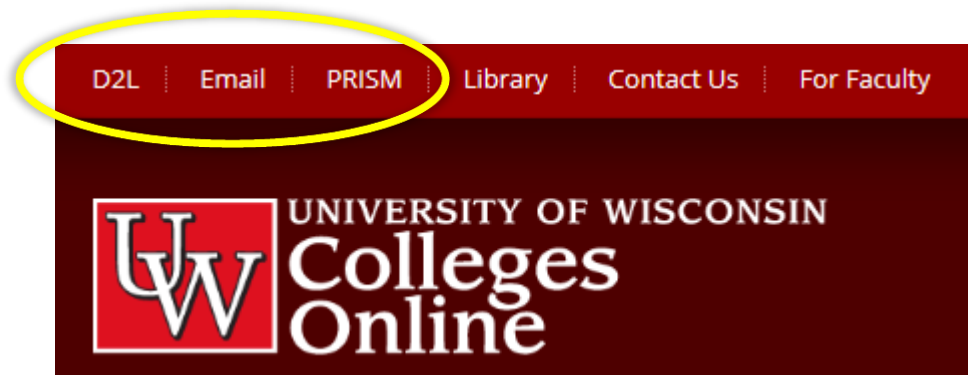


# Your UW Academic Record

As a UW Colleges Online student you are establishing a *permanent* college record – that is not something that should be taken lightly.

- What does this mean?
  - The course(s) you take and the grade(s) you earn will appear on your college transcript
  - You will be required to submit your UW Colleges transcript to any college that you apply to in the future (failure to do so will have negative consequences)
  - The grade(s) you earn may also be recorded on your high school transcript and figured into your high school GPA
  - Most high school students successfully complete the UW Colleges Online course(s) they take, but occasionally students are not successful and therefore may be required to repay the school district for the cost of the course





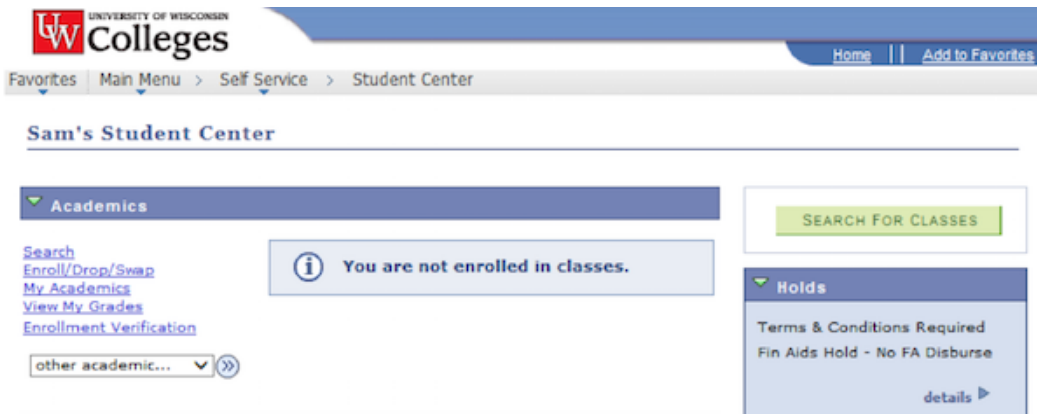
# Account Access

- It is important that you set up your account access as your UW Colleges Username and Password will be used to access all of your student accounts (PRISM, Email, D2L)
- **Go to [online.uwc.edu](https://online.uwc.edu) and click on the link at the top of the page**
- From the log in page (for PRISM or Email) click the “First Time User Login” link
  - You will need your username and student ID # which were sent to you by email and in your admission letter
- Once you’ve set up your account password, you should now be able to access your accounts



# PRISM Student Center

- To access your Student Center, follow this path:
  - PRISM Login > Self Service > Student Center



- Here are just a few things that you will do in your Student Center:
  - See your class schedule
  - Find textbook information
  - See your midterm and final grade
  - View an unofficial transcript
  - Find your Advisor and their contact info



# Email

- You should access your UWC student email account on a regular basis as official communications and important information will be sent to this address only.
- Your instructor, advisor, and classmates will always use your UWC student email account for communicating with you.
- You will access your campus email through Outlook 365.





# D2L

- UWC Online courses are taught using Brightspace by D2L. Your login information is the same for Brightspace, PRISM, and UWC Email.
- While you will be able to login to your Brightspace account after enrolling, *you will not have access to your course(s) until the official course start date as listed on your Course Schedule in PRISM.*
- To learn more about our Learning Management System, visit [LMS: D2L Brightspace](#). Here you will find a video that demonstrates how UW Colleges Online students navigate through their courses





# Important Dates & Deadlines

- All important dates & deadlines for online courses can be found on the Academic Calendar: [online.uwc.edu/academics/academic-calendar](https://online.uwc.edu/academics/academic-calendar)
- At the start of each course, you will also receive an email that lists the drop deadlines and refund dates.
- You must be aware of these dates as we will not make exceptions to these deadlines unless there are extenuating circumstances, in which case you would be required to submit an appeal.
- You will need to make sure you are pay attention to your course start and end dates as they may be different then your high school schedule. Even if you are on break from your high school classes, you will still be expected to complete your coursework.



# Proof of Participation

- The Proof of Participation discussion is a mandatory activity that all online students must complete at the beginning of the semester to verify their participation in each of their courses. This is our No Show Policy.
- The activity is available the first day of the semester. It should be completed as soon as possible, prior to the deadline. You will not have access to the Main Course Content until this activity is completed.
- On the first day of classes, you will access this activity through the 'Content' tab on the main navigation bar. Then on the Table of Contents, you will click on the 'Start Here' module and complete the discussion activity.
- **Students who do not complete the Proof of Participation activity may be dropped from their course(s).**



# Dropping Courses

- If you would like to drop a course, you will need to submit your request in writing, from your UWC student email account.
- Dropping a course after the refund period may result in you having to repay the balance to your high school.
- **If you would like to be dropped from a course prior to the drop deadline, please email:**

For high schools that start with A-L:

- Veronica Eriksson
  - 608-265-2317
  - [veronica.eriksson@uwc.edu](mailto:veronica.eriksson@uwc.edu)

For high schools that start with M-Z:

- Ronja Zweifel
  - 608-262-9048
  - [ronja.zweifel@uwc.edu](mailto:ronja.zweifel@uwc.edu)



# Textbooks

- It is the responsibility of the student to ensure that all required learning materials and textbooks are purchased by the first day of the academic term.
- The required textbooks and materials for UW Colleges Online courses **will not** be available in UW Colleges physical campus bookstores. We encourage students to purchase or rent their textbooks through the Online Bookstore, [eFollett for UW Colleges Online](#).
- **You can view the list of textbooks and materials needed for your courses through PRISM by following [these instructions](#).**
- If your high school is paying for your textbooks, check with them first before purchasing books.
  - Some have an account set up with our bookstore so students can order their textbooks and have them billed to the high school
  - Some will require students to purchase their textbooks and get reimbursed by the school.
  - Some will place the order and pay for textbooks.



# Resources

- UW Colleges Online provides students enrolled in online courses with access to a number of different resources available remotely:
  - Academic Advising
    - <https://online.uwc.edu/student-services/academic-resources/academic-advising>
  - Tutoring Services and Math Success Center
    - <https://online.uwc.edu/student-services/academic-resources/tutoring>
  - Library Services
    - <https://online.uwc.edu/student-services/academic-resources/library-services>



# Resources

- Counseling Services

- <https://online.uwc.edu/student-services/student-resources/counseling-services>

- Accessibility Services

- <https://online.uwc.edu/student-services/student-resources/accessibility-services>

- Exam Proctoring

- <https://online.uwc.edu/student-services/academic-resources/exam-proctoring>



# Tips To Be Successful

- Syllabus – READ IT! This is your guide and outline for the semester. There will be important information in your syllabus that your professor may or may not remind you of, but that doesn't mean you won't be held accountable.
- Schedule a time for your coursework. That may be during a designated study hall during your school day or it may be in the evening and on weekends. You will need to plan to access your course throughout the week, not just one or two days to stay on top of things. Good time management is key to your success.
- Online courses often require more student engagement than a face-to-face course because the instructor isn't able to monitor your progress in the same way as a physical classroom. Be a self-directed learner by taking initiative within your course.
- Don't be afraid to ask for help, from your instructor, advisor or classmates. **You are not in this alone.**







# Questions?

**For more information, please visit the Online Orientation on our website:**

**[online.uwc.edu/uw-colleges-online-new-student-orientation](https://online.uwc.edu/uw-colleges-online-new-student-orientation)**



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# Contact Information

- Katie Seibel – Online Academic Advisor for High School Students

- 608-270-7105
- [katherine.seibel@uwc.edu](mailto:katherine.seibel@uwc.edu)

- Joyce Atkins - Assistant Dean for Student Affairs

- 608-270-7106
- [joyce.atkins@uwc.edu](mailto:joyce.atkins@uwc.edu)

## Admissions Office Contacts:

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