

*ISN Professional Development/UW-La Crosse Credit  
Course Options—Spring 2016  
April 27, 28, 29, 2016*

UW-La Crosse Graduate Credit Course Registration Form  
**ISN Partner per credit fee: \$150**  
**ISN Non-Partner per credit fee: \$175**

1. Complete credit course registration form below and mail form, payment, and event list (page 2) to address at bottom of page 1.
2. Complete online application process, instructions on page 3

**\*\*\*DEADLINE\*\*\*UW-La Crosse online admission application, credit course registration form and payment must all be received within 4 days after the first day of class to be enrolled for credit.**

First name: \_\_\_\_\_ Middle Initial: \_\_\_ Last Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ (required)

Complete Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Form of Payment (Circle One):**

**Cash**

**Check**

**Online Payment**

**Return this form along with appropriate payment information or check made payable to UW-La Crosse to:**

UW-La Crosse  
Continuing Education  
264 Morris Hall  
1725 State Street  
La Crosse, WI 54601.

***If completing payment online through student WINGS account follow instructions attached on separate page.***

## 2016 ISN CONFERENCE ON EDUCATIONAL INNOVATION

### ELIGIBLE FOR UW-LA CROSSE GRADUATE CREDIT

*(Each day of attendance participants can earn 1 credit)*

#### 2016 National Conference on Educational Innovation - Non Partner

- 1 credit (**\$175**) **1 Conference Day**
- 2 credits (**\$350**) **2 Conference Days**
- 3 credits (**\$525**) **3 Conference Days**

#### 2016 National Conference on Educational Innovation - Partner

- 1 credit (**\$150**) **1 Conference Day**
- 2 credits (**\$300**) **2 Conference Days**
- 3 credits (**\$450**) **3 Conference Days**

- **PLEASE FOLLOW THE DIRECTIONS ON THE NEXT PAGE TO APPLY ONLINE TO UW SYSTEM**

# UWL-Continuing Education/Extension Credit Courses

## Online Application Information

*Effective 2014-2015*

Participants who wish to earn academic credit must be a current or recent student at UW-L to register for a course. Registering for a course requires completion of:

1. Admission to UW-L using the Online Admission Application
2. Signing a course attendance sheet or completing a registration form on the first day of class
3. UW-L tuition payment

### When to submit an application for admission

DO NOT SUBMIT an Online Admission Application if taking a:

- **Spring 2016 class and previously completed a fall 2015 class**

SUBMIT an Online Admission Application if:

- You do not fall into any of the above categories.

### Applying for admission:

1. Complete the [Online Admission Application](#) or <https://apply.wisconsin.edu>. If you have completed this application before, you must create a login. If you have completed this application before, but do not remember your login, please contact the UW HELP: **UW HELP: 1.800.442.6459** or [eapp@learn.uwsa.edu](mailto:eapp@learn.uwsa.edu) for assistance.
  - a. Carefully answer initial application questions to ensure appropriate application is submitted:
    - **Applying To:** UW-La Crosse
    - **Are you taking this course for UG or GRAD credit? Reason for Applying?**
      - Graduate courses for personal/professional enrichment
      - Undergraduate courses for personal/professional enrichment
    - **Applying As:** Continuing Education and Extension
    - **Term:** Semester & year you will attend
2. Applicants are required to answer questions about income tax, driver's license history and years voted in elections in order to ensure their application is complete. These questions may not apply to applicants but are required. Please make sure to review your personal information each time you submit an application for admission.
3. **PLEASE DISREGARD** application questions regarding:
  - a. Payment
  - b. Course number or course name
  - c. Narrative on why you want to attend UW-L
4. On the final page, a box will pop up asking you to review and submit your application. You must scroll to the bottom of the page to click the final 'Submit' button. You will receive a confirmation number upon successful submission.

### Making a Credit/Debit Card or Electronic Check Payment:

1. Go to UW-L Webpage: <http://www2.uwlax.edu/>
2. In drop down box on the UW-L homepage, select Wings. You are now on the WINGS log-in page
3. Follow the instructions below to log into WINGS and make a payment

- **Enrolling at UW-L for the first time?**

Your WINGS Student Center username (UW-L Student ID Number) and password was sent to the **e-mail address listed on your UW-L admission application.**

- Change your WINGS password to something you will remember by following the left menu link **“Change My Password”** once you are logged into WINGS, or go to: <https://secure.uwlax.edu/wingspassword/> .

- **Returning UW-L student?**

Your WINGS Student Center username (UW-L student ID Number) and password was sent to you at the time of your first admission.

- Click on the following link to obtain your UWL Student ID Number: <https://secure.uwlax.edu/studentid/>
- Once you have your UW-L student ID number, you will find password assistance here: <https://secure.uwlax.edu/password/> -choose the Recover Your Password option and follow the instructions.

The WINGS page is divided into two blocks. In the Upper Left Corner is the small MENU. On the Right side of page are two columns that consist of your STUDENT CENTER. Look here for the column labelled: Finances. It will



look like this:

You now have three options: Make a Deposit/Payment, View my Bill or Grant Access to View/Pay Bill. Click on the Make a Deposit/Payment link; you are at the CashNet homepage (processing center for all La Crosse payments). It



will look like this:

**Make a Deposit/Payment:** Click the **“Make Payment”** on the top of the screen. This will take you to the Electronic Payments Screen. **You may not have a current balance listed, but should enter the specific amount and complete the payment process to avoid any late fees.** On the Right Hand side of screen: Click **“Pay Student Bill”** in the categories box. In the middle of the next screen, **“Amount to Pay”** will appear with a blank box. There type the **TOTAL** for the class, **DEPOSIT** or **OTHER**. Enter the correct amount and select **“Add to Items to Pay”**. On the next screen select **“checkout”** to do so. Select payment format: credit/debit card or an electronic check. Select your option; CashNet will take you through the payment process. You will receive a confirmation email with transaction receipt if your payment is successfully processed.

## FAQ:

### ***My username and/or Password will not work?***

Visit <https://secure.uwlax.edu/wingspassword/> to update your password.

### ***How do I know which bill to pay?***

Double check the due date located on the right of the eBill. **You may not have a current balance listed, but should enter the specific amount and complete the payment process to avoid any late fees.** If you have any questions, contact Briana Meuer at [bmeuer@uwlax.edu](mailto:bmeuer@uwlax.edu).

### ***I need to cancel a payment.***

Contact the Cashiers Office at 608-785-8719 immediately if you wish to cancel a payment made through this site. Payment may only be cancelled depending on when the payment was made and when you contacted the Cashiers Office. Cancelled payments made by a credit card may be subject reserve funds from your available credit by the credit card issuer. If this occurs, the credit card issuer will automatically release the hold on those funds within a few days. For more information, call the phone number on the back of your credit card.

For more questions, use the help option in the options bar within CashNet.

## Accessing Grade Reports

Access grade reports and order transcripts through [WINGS](#) Student Center using a valid UW-L username and password. There is no expiration time to access grades as long as you have a valid UW-L username and password.

- Locate the "Academics" tab at top of screen and click on the drop down menu.
- Locate "Other Academic" and select the "Grades" option
- Click the blue circle icon to open the next page
- Choose the semester that you want, click Continue, and your grades will be displayed

In the same dropdown menu you will find links to:

- View an unofficial transcript
- Order an official transcript

## Forgot student ID number/Password:

1. Click on the following link to obtain your UWL Student ID Number: <https://secure.uwlax.edu/studentid/>
2. Once you have your UW-L student ID number, you will find password assistance here: <https://secure.uwlax.edu/password/> -choose the Recover Your Password option and follow the instructions.

For application assistance contact: Briana Meuer, Continuing Education, 608.785.6513.

**Innovative Schools Network  
in partnership with  
UW-LA CROSSE  
CREDIT COURSE Requirements**

1. Register, pay for, and participate in ISN conference.
  
2. Credit requirements:
  - **One credit**  
Attend **at least one day** of ISN conference and write a paper which reviews the key points of the sessions and the application of these points to your educational position.
  - **Two credits**  
Attend ISN conference for **two or more days** and write an action plan to implement ideas into your school and classroom. A summary of key ideas, a timeline, and an evaluation plan including research, should be included in this action plan.
  - **Three credits**  
Attend ISN conference for **three days** and write an action plan to implement ideas into your school and classroom. A summary of key ideas, a timeline, and an evaluation plan including research, should be included in this action plan.
  - E-mail your paper (approximately 3 pages) **NO LATER THAN Friday, May 13, 2016**, to the assigned instructor:  
Dr. Heather Terrill Stotts: Heather@InnovativeSchoolsNetwork.com

**Assessment procedures:**

Students will be graded on the depth of reflection, the way that they incorporate both theory and experience, and the effectiveness of the written communication. The rubric for this assignment (below) clarifies specific expectations for both reflection content and writing effectiveness.

## Rubric for ISN Credit Courses

<b>Criterion</b>	<b>Standard</b>
<p><i>Responsiveness to Topic</i></p> <p>Score / 20</p>	<p>20 – clearly addresses the topic and responds effectively to all aspects of the assignment;            18 – clearly address the topic, but may respond to some aspects of the assignment more effectively than others            16 – addresses the topic, but may slight some aspects of the topic            14 – indicates confusion about the topic or neglects important aspects of the assignment            12 – suggests an inability to comprehend the assignment or to respond meaningfully to the topic</p>
<p><i>Communication of Ideas</i></p> <p>Score / 20</p>	<p>20 – explores the issues showing thorough comprehension of the issue; goes beyond the obvious or discussion of the collaborative group            18 – shows some depth and complexity of thought            16 – may treat the topic simplistically or repetitively; doesn't demonstrate sufficient comprehension of the topic            14 – lacks focus, demonstrates confused or simplistic thinking, or fails to communicate ideas            12 – is unfocused, illogical, incoherent or disorganized</p>
<p><i>Organization</i></p> <p>Score / 20</p>	<p>20 – is coherently organized, with ideas supported by apt reasons            18 – is well organized and developed with appropriate reasons and examples            16 – is adequately organized and developed, generally supporting ideas with reasons and examples            14 – is poorly organized and/or undeveloped; lacks support from information shared at the event            12 – is undeveloped; provides little or no relevant support</p>
<p><i>Control of Mechanics, Sentence Structure, Grammar, Spelling</i></p> <p>Score / 10</p>	<p>10 – is generally free from errors in mechanics, usage, and sentence structure            8 – may have a few errors in mechanics, usage, and sentence structure            6 – may have some errors, but generally demonstrates control of mechanics, usage, and sentence structure            4 – is marred by an accumulation of errors in mechanics, usage, and sentence structure            2 – has serious and persistent errors in word choice, mechanics, usage, and sentence structure</p>