



REGISTRATION PROCEDURES

REGISTRATION: To register for classes, go to www.cuw.edu/elearning and click on "Add Courses". If you have questions about the BannerWeb registration process, go to the link directly under Add Courses, "*Registering for Classes Online Guide*".

Because most E-Learning courses are not semester based (when you register you begin), you will want to register in the *TERM* that you would be doing the majority of coursework. If you are using Financial Aid, you will want to register in the term you need the credits to receive your aid disbursement. E-Learning terms are as follows:

Fall	8/16 to 12/14	(Register for fall from July through late November)
Spring	12/15 to 5/14	(Register for Spring from November through late April)
Summer	5/15 to 8/15	(Register for Summer from April through late July)

After you register, you will receive an **email from the Office of E-Learning**, within 24-48 hours, including the following: Instructor contact information, WebCT access directions, textbook information for the course (author, title, ISBN, price). For "Textbook Cash Release Instructions & Form" (for Financial Aid recipients), see the E-Learning web page at www.cuw.edu/elearning.

To drop a course, use the "*Drop Courses*" link at www.cuw.edu/elearning. The drop is not connected with BannerWeb.

If you are an *on campus student* but would like to take a course via E-learning, you will need to get permission from your program director or advisor before registering.

BILLING AND PAYMENT: Payment for courses can be made on-line. Go to www.cuw.edu/elearning and use the "*Online Bill Payment*" link. If you have questions, please see the "*Online Bill Payment Guide*". If you prefer to send a check, include your student ID and course you are paying for on the check, and mail to the office of E-Learning at the address on the back of this page.

FINISHING COURSES: Semester based courses must follow the course guidelines. Non-semester based courses are to be completed in 16 weeks or less after receiving course materials; please note the following timetable:

4 weeks after registration: Must have started the class. An administrative withdrawal will be given if there is no record of the first assignment turned in and there is no response to emails sent to your CUW Email account. A \$45 registration fee will be charged.

16 weeks after registration: A failing grade (F) will be assigned if course is not completed by this time. The student must request an extension from their program director or advisor.

24 weeks after registration: A pass or fail grade is automatically recorded. If a student wishes to retake the class, they must start the registration process over and pay for the class a second time.

For all programs there is a seven-year deadline in which to complete your degree.


INFORMATION TECHNOLOGY: When you register for your first class at CUW, the Information Technology Department will create an email account and send you a letter explaining how to use the necessary web systems at CUW.

Email: Your email address will be in the form: first.last@cuw.edu. You can access the web email by going to the following web address: <http://webmail.cuw.edu>. You will be asked for a username and a password. The username for students is your F00 number. When we first setup your account, your password is set to match your Banner Web PIN, but can be changed anytime at this web address: <http://student2.cuw.edu/passwords>.

Banner Web: This system allows you to do essential things such as register for class, view bill or schedule, and view your grades. The direct address for Banner Web is: <http://banweb.cuw.edu>. Banner Web and WebCT6/Blackboard are separate from Email and changing your PIN in Banner Web does not change the email system. Your Pin for Banner Web will be available from the letter the I.T. sends, but can be obtained in two other ways. When you get to the login page for Banner Web look for a link which says "Forgot PIN." You can always send the Helpdesk an email at the address below and request a PIN to be emailed to you.

WebCT 6/Blackboard: The login information for WebCT is the same as for Banner Web. If you experience any troubles with WebCT contact the I.T. Helpdesk. You will need to be able to login to this site: <http://webct6.cuw.edu>. You can also access this site by visiting www.cuw.edu and clicking on Current Students on the right side. On the Current Students page click on WebCT 6. * Please note that the company called Blackboard recently acquired WebCT and soon the system will be referred to as simply Blackboard.

The **Username** for students is your CUW ID Number. You can find it on most of the official records you get from Concordia (transcripts, bills, class lists, etc.) It is a capital F, followed by an eight digit number (example: F00123456).

Your **Password** for WebCT is the same as your PIN for Banner Web. If you need to obtain a password, our system can automatically send it to you. Visit www.cuw.edu. Click on Current Students. Finally look for this link: [Forgot Banner Web / WebCT Pin](#)  (This site requires that your email address already exists in our Banner System. In addition, the email address must be marked as Personal and Preferred. If you have any troubles with this site or if you do not have a social security number in our Banner system, contact the I.T. Helpdesk.)

WebCT is a **restricted** system—only students registered in the course will be able to access the information. To avoid alteration or contamination of the site by unauthorized users, please do not share your access information with others. If you decide to change your password, please make a note of it. If you forget your new password, first try to reset it online (see above) then contact the I.T. Helpdesk.

Portal (MY.CUW.EDU): The My CUW portal, new in January 2008, is a single sign on system allowing students to view important university information, as well as access important web systems like Banner Web, Student Email, and soon WebCT/Blackboard. To access the new portal, first set up your password at this site: <https://student.cuw.edu/passwords>. After you set your password, visit the new My CUW portal at this web address: <http://my.cuw.edu>. (NOTE: The links mentioned above are also available on the Current Students web page. Visit www.cuw.edu and click on Current Students on the right side.)

Contact Information: If you need assistance or a copy of the letter sent, contact the I.T. Helpdesk at 262-243-4357 or ithelpdesk@cuw.edu. When requesting password's verification of identity is necessary (name, student ID#, birth date, and last 4 of SS#).

REFUND POLICY: If a student wishes to withdraw from a class after turning in the first assignment but before the second assignment is turned in, there will be a 50 percent refund of tuition. If the student wishes to withdraw from a class anytime after the second assignment is turned in, there will be NO REFUND OF TUITION.

FINANCIAL AID RECIPIENTS: Graduate students receiving financial aid must complete two courses within 16 weeks in order to maintain full-time status and should finish a course within 4 months to maintain federal loan eligibility for future loans.

Undergraduate/Adult Education students receiving financial aid must carry at least six (6) credits in any one term (fall, spring or summer).

For all students taking an E-Learning, non-semester based course, the first assignment should be sent to your instructor within four weeks of starting a course. The instructor contacts the Office of E-Learning when they have received and graded the first assignment. The Office of E-Learning then notifies the Financial Aid office of the "start" date.

For "Textbook Cash Release Instructions & Form," go to the E-Learning web page at www.cuw.edu/elearning. Financial aid recipients can return this form to receive reimbursement for textbook purchase.

INACTIVE WITHDRAWAL: Students unable to complete at least one course during the first year of enrollment will be withdrawn from their CUW program via E-Learning. Furthermore, to maintain active status a student must complete one course per year. If a student fails to meet these requirements or chooses to take a personal leave of absence, they will be placed on inactive withdrawal. After being withdrawn, students wishing to re-enroll must contact the office of E-Learning **first** to receive updated materials about their program and E-Learning.

GRADUATION FEE: Upon being notified of graduation eligibility, the student will be assessed a nonrefundable graduation fee of \$45. For additional graduation information go to www.cuw.edu/elearning and click on "**Graduation Information**".

If you have **E-Learning questions** after office hours, please try the new 24-hour question/answer link "Ask the Falcon" at www.cuw.edu/elearning. If you prefer, we are available to assist students via email or phone during normal business hours, Monday-Friday 8:00 a.m. to 4:30 p.m.

CONCORDIA UNIVERSITY WISCONSIN
Office of E-Learning – R008
12800 N Lake Shore Dr • Mequon WI 53097-2418
(262) 243-4442 • Fax (262) 243-4459 • 1-800-665-6564
Email: E-learning@cuw.edu • Web site: www.cuw.edu/elearning