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# NONDEGREE/VISITING STUDENT GUIDE

Individuals who wish to enroll in UW–Madison credit courses but are not in degree status at this university may apply for admission as a University Special student. There are 15 categories of University Special students, ranging from high school students and visiting undergraduate and graduate students, to adults seeking further credits after earning a baccalaureate degree. Each category has a distinct educational goal, admission criteria, enrollment policy, and tuition/fees rate. All University Special students establish an official UW–Madison student record and are responsible for adhering to the university’s academic policies and procedures, and to the student code of conduct. The office of admissions, advising assistance, and the academic dean for University Special students is Adult Career and Special Student Services (<http://continuingstudies.wisc.edu/advising>) (ACSSS).

## TYPES OF STUDY

- Capstones (p. 6)
- Guest Auditor (p. 34)
- High School Students (p. 36)
- Other (p. 37)
- Post-Baccalaureate Course (p. 39)
- Short Course (p. 40)
- Visiting International (p. 43)
- Visiting University Students (p. 45)

## HOW TO GET IN

There are two steps to become a University Special student: (1) university admission and (2) course enrollment.

## ADMISSIONS

Admission as a University Special student is available for all terms: fall, spring, and summer. Applying at least one month before the start of the term is recommended as it can take one to three weeks to review, approve, and process an application. Timely admission is important in order to take advantage of an earliest enrollment date. Capstone certificates, programs with preselected or international students, and high school classifications will have earlier application deadlines, as an admission decision depends on input from departments or other units. Frequently asked questions about University Special student admission are posted at ACSSS (<http://continuingstudies.wisc.edu/advising/faq.htm#applying>).

The application has two options as listed below. However, first-time University Special students should read the details and more specific application information provided for each student type at Types of Study (p. 2) to prepare for the required steps.

- Applying via the University Special Student application (<http://continuingstudies.wisc.edu/advising/apply.htm>) or

- Applying as a reentry student if previously enrolled at UW–Madison. Access the application through My UW using your NetID (<https://my.wisc.edu>).

## ENROLLMENT

Once admitted, students enroll following the same basic policies and online procedures as UW–Madison degree students. ACSSS provides enrollment instructions (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>) that highlight issues and specific steps for University Special students, as well as provides Enrollment FAQs and Tips (<http://continuingstudies.wisc.edu/advising/faq.htm#enrolling>). Also, it is important to review the section of policies and regulations (p. 2) pertaining to University Special students.

## SUMMER TERM

Each summer, more than 13,000 undergraduate students enroll in summer courses offered on campus or online. They may choose from more than 1,000 credit classes in sessions lasting from one to 13 weeks. UW–Madison undergraduates enroll for summer courses the same way as for fall and spring courses. An Earliest Appointment Time in late March can be viewed through the MyUW Student Center module. Students not in degree status at UW–Madison should apply for University Special student admission in the appropriate classification by early spring in order to be eligible to enroll in April. For more information on course offerings, sessions, and summer term, see Summer Term (<http://summer.wisc.edu>).

## POLICIES AND REGULATIONS

### POLICIES AND REGULATIONS

#### ENROLLMENT POLICIES

Degree status students have priority enrollment status and times. The time assigned to a University Special student depends on the classification. For fall and spring term, it ranges from the first day of class to four weeks before the term begins. For summer term, a date in April or May is assigned.

Most courses have prerequisites which are listed in the courses section (<http://guide.wisc.edu/courses>) of the *Guide*. In order to enroll in a course, it is necessary that students—including University Special Students—meet these prerequisites and requirements. University Special students may have taken courses at other colleges and universities which will not be part of the UW–Madison record. Thus, it may be necessary for such students to confer with a department or course instructor to confirm a prerequisite has been met at another institution in order for enrollment to be allowed.

ACSSS provides enrollment instructions (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>) that highlight issues for University Special students, as well as provides Enrollment FAQs and Tips (<http://continuingstudies.wisc.edu/advising/faq.htm#enrolling>).

#### CREDIT LOAD

University Special students are permitted to carry up to 18 credits in the fall and spring terms unless other limitations have been specified by their classification, advisors, or program. For most students during summer sessions, course loads are limited to a number of credits equal to the number of weeks of the session. Thus, in a three-week session, 3 credits

is the maximum load; in a four-week session, 4 credits is the maximum load. One exception is that a 9-credit limit is allowed during the eight-week general session.

## GRADING

Grades for each course are reported on the official UW–Madison transcript. The GPA is posted on a term-by-term basis and affects academic eligibility to continue in another term. While in University Special student status, a cumulative GPA is not calculated or displayed on the official UW–Madison student record. However, if a student becomes an undergraduate degree student earning a first UW–Madison undergraduate degree, then any grades and credits earned as a University Special student will transfer in and will be calculated in the final UW–Madison undergraduate degree GPA. (This is a common situation for high school students and visiting undergraduates taking courses prior to entry into a degree program at UW–Madison.) Also, grades earned as a Special student will not change a previous cumulative undergraduate or graduate degree GPA earned at UW–Madison, including if a course is repeated.

A 2.0 minimum grade point average is required of University Special students in order to continue in future terms. (Capstone Certificate Program students have a higher GPA requirement.) Any University Special student who does not achieve the minimum grade point requirement will automatically receive a "must obtain permission to continue" action on the student record and will be prevented from enrolling in future terms. Such students should contact an ACSSS advisor or the academic dean (<http://continuingstudies.wisc.edu/advising/contact.htm>) regarding the policy and eligibility to continue in the future.

## INCOMPLETES

Under limited circumstances a grade of Incomplete (I) (<https://registrar.wisc.edu/incompletes.htm>) may be reported for a student. As for all students, an incomplete is used only when a student due to an illness or other substantial cause is unable to take the final examination or complete some portion of course requirements. A University Special student who receives an Incomplete (I) has until the end of the next semester in which enrolled (excluding summer term) to complete the work and receive a final grade. Otherwise, the Incomplete will automatically lapse to an F.

## PASS/FAIL OPTION

University Special students (excluding Capstone Certificate Program students) may elect to take courses under the pass/fail option following university procedure. A grade of S shall be recorded by the registrar in place of instructors' grades of A, AB, B, BC, C; the grade of U shall be recorded by the registrar in place of instructors' grades of D or F. The deadline and process for requesting pass/fail grading is posted on the registrar's website ([https://registrar.wisc.edu/enrollment\\_information.htm](https://registrar.wisc.edu/enrollment_information.htm)).

## AUDITING COURSES

There are two ways to audit a course within the University Special student status.

One—follows the process available to degree students whereby a student enrolls in a course for credit and then uses the Course Change Request in the enrollment system to change to audit. The student confirms with the instructor the attendance and required work to earn a grade of S (Satisfactory). The tuition assessment is at the credit level.

Two—available only to University Special students who are admitted in one of two classifications: Guest Auditor or Senior Guest Auditor if age

60 or older. Per policy of the UW Board of Regents, Guest auditors may enroll in courses on an audit-only basis and pay reduced or no tuition. Permission from the instructor is required prior to enrolling in a course. Audit credit is *automatically assigned* based on the student classification. Guest auditors do not pay student segregated fees and have access limited to libraries and nonseg. fee activities of the Student Union. See ACSSS for further detail (<http://continuingstudies.wisc.edu/advising/guests.htm>).

## TUITION AND FEES

The tuition rate and any fee assessment varies with (1) the number of credits for which enrolled, (2) the classification of University Special students, and (3) residency status (Wisconsin, Nonresident, Minnesota, or International). Many classifications pay at the undergraduate student rate, which may be viewed at the Office of the Registrar fee table ([https://registrar.wisc.edu/tuition\\_&\\_fees.htm](https://registrar.wisc.edu/tuition_&_fees.htm)). The Capstone Certificate programs have tuition rates similar to the graduate student rate. Consult with the program coordinator for current tuition numbers.

Most University Special students pay the student segregated fees which provide full access to all university services including campus libraries, computer labs, Metro bus pass, recreational facilities, and University Health Service. Students enrolled in at least five credit may purchase the Student Health Insurance Plan (SHIP). If a student is in a classification or program that does not assess student segregated fees, then access is limited to the libraries and computer labs. This includes Guest auditors, Senior Guest auditors, some distance delivered Capstone Certificate programs, and off-campus classes.

Financial aid is available on a limited basis to nondegree students. Returning adults who will enter degree programs may find a match with the scholarship and grant program administered by ACSSS and scholarship information. More information is available at Resources (p. 4).

## STUDENT PRIVACY RIGHTS

The university has adopted a policy statement implementing all provisions of the Family Educational Rights and Privacy Act (FERPA) which is available at the Office of the Registrar (<https://registrar.wisc.edu>), 333 East Campus Mall #10101. The university, in accordance with the act, has designated the following as "directory information," which is publicly available unless a student asks to have any or all of it withheld: name; postal address; telephone numbers; e-mail addresses; date of birth; major field(s) of study and number of academic credits earned toward degree; attendance status (including current year, credit load, and full-or part-time status); dates of attendance (matriculation and withdrawal dates); degrees and awards received (type of degree and date granted); previously attended educational agencies or institutions; participation in officially recognized activities; and participation in athletics and weight and height of athletes.

Students wishing to keep some or all of their "directory information" confidential should restrict their information in the Student Center in My UW (<https://login.wisc.edu/idp/profile/SAML2/Redirect/SSO?execution=e6s1>). Students with questions about the provisions of the act or who believe the university is not complying with the act may obtain assistance from the Office of the Registrar.

## AVAILABILITY OF ACADEMIC RECORD INFORMATION TO OTHERS

A student may authorize a third party (e.g., a parent, guardian, spouse, potential employer, etc.) access to academic record information. An

authorization form is available at the Office of the Registrar's website, or by visiting the Office of the Registrar (<https://registrar.wisc.edu>), 333 East Campus Mall #10101. It permits release of specified information on a one-time basis to the specified third party. If no authorization is on file, it is assumed that the student does not give a third party access to academic record information. This policy is designed to give students specific control over the parties to whom academic record information may be released. Grade reports will not be sent by the university to parents or guardians.

## ACADEMIC INTEGRITY

UW–Madison students have the obligation to conduct their academic work in a manner consistent with high standards of academic integrity. They also have the right to expect that all students will be graded fairly, and they have the rights of due process should they be accused of academic misconduct. Students become familiar with the rules of academic misconduct (UWS Ch. 14) and consult with their instructors if they have concerns about possibly observing misconduct or whether something is acceptable. For complete discussion of the rules regarding academic integrity, see the Dean of Students website (<https://www.students.wisc.edu/doso>), or contact the assistant dean for academic integrity at 608-263-5700 or Room 70 Bascom Hall.

## STUDENT RIGHTS AND RESPONSIBILITIES

Every member of the University of Wisconsin–Madison community has the right to expect to conduct his or her academic and social life in an environment free from threats, danger, or harassment. Students also have the responsibility to conduct themselves in a manner compatible with membership in the university and local communities. UWS Chapters 17 and 18 of the Wisconsin Administrative Code list the university policies students are expected to uphold and describes the procedures used when students are accused of misconduct. For the complete text of UWS Chapter 17, see this link ([https://docs.legis.wisconsin.gov/code/admin\\_code/uws/17.pdf](https://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf)), or contact the on-call dean in the Dean of Students Office, 608-263-5700, Room 70 Bascom Hall.

No student may be denied admission to, participation in or the benefits of, or discriminated against in any service, program, course or facility of the [UW] system or its institutions or centers because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

## STUDENT GRIEVANCE PROCEDURE

Any student at UW–Madison who feels that he or she has been treated unfairly has the right to voice a complaint and receive a prompt hearing of the grievance. The basis for a grievance can range from something as subtle as miscommunication to the extreme of harassment. For assistance in determining options, students can contact the on-call dean in the Dean of Students Office, 608-263-5700, Room 70 Bascom Hall, Monday–Friday, 8:30 a.m.–4:30 p.m.

or meaningful career. ACSSS provides one-on-one appointments, workshops, and informational programs in the community. ACSSS also maintains a list serve and a Facebook page for returning adult students at UW–Madison to connect.

## OTHER ASSISTANCE FOR STUDENTS

For personal concerns, students find the Counseling Services, a unit of University Health Services (<http://www.uhs.wisc.edu>) (UHS), offers a variety of individual, group and couple counseling services. UHS services are available to University Special students in credit status and paying student segregated fees. It is located at 333 East Campus Mall; 608-265-5600.

For academic problems, many places can offer help. The student should first discuss the problem with the professor or TA. If the problem is not resolved at that time, the student can speak with an academic advisor or the chair of the department. Tutoring programs, the Writing Center, and other resources assist all students. If further assistance is needed, University Special students should contact their academic dean in the Adult Career and Special Student Services office. (<http://continuingstudies.wisc.edu/advising>)

## FINANCIAL INFORMATION

Many forms of financial aid, including federal financial aid, require a student to be in degree status. Therefore, such aid is not available to University Special student with the exception of those taking prerequisites for graduate or professional school admission (UNRS classification). Students should contact the Office of Student Financial Aid (<https://finaid.wisc.edu/general-faq.htm>) to determine specific qualifications.

The Adult Career and Special Student Services office administers a scholarship and grant program specifically for returning adult students and single parent students, mostly in degree status. Grants are awarded three times each year, and scholarships on an annual basis. Details are provided at the ACSSS website Financial Assistance (<http://continuingstudies.wisc.edu/advising/finance.htm>).

## OTHER CAMPUS RESOURCES FOR NONDEGREE AND ADULT STUDENTS

University Special students enrolled for credit and paying student segregated fees have access to the services and programs on the same terms as degree students. This includes University Health Services, Student Health Insurance Plan, McBurney Disability Resource Center, Office of Child Care and Family Resources, the Metro Bus Pass, Division of Information Technology (DoIT), UW Recreational Sports, Veterans Services and Military Assistance Center, and many more. Consult the online listing at Adult Career and Special Student Services (<http://continuingstudies.wisc.edu/advising/campus-resources.htm>) for more information.

## RESOURCES

### ACADEMIC ADVISING AND CAREER COUNSELING

Advising, educational planning, and career counseling (<http://continuingstudies.wisc.edu/advising>) are all available to community adults and university staff, as well as to University Special students and returning adult degree students. One does not need to be enrolled or a graduate of the University of Wisconsin to use these services. The goal is to help adults make a decision regarding further education, returning to complete a degree, or envisioning a path to a more satisfying

## NONCREDIT CLASSES AND CERTIFICATES

### NONCREDIT CLASSES, UW–MADISON CONTINUING STUDIES

Students interested in supplementing their university credit courses with noncredit classes, certificates, and programs will find hundreds of opportunities through the Division of Continuing Studies Department of Liberal Arts and Applied Studies. The *Continuing Studies Catalog* is published three times a year and may be viewed online or requested from

the Division of Continuing Studies, 21 North Park Street, Madison, WI  
3715-1218; 608-262-1156; fax 608-265-4555.

## ACADEMIC CALENDAR

### ACADEMIC CALENDAR

Establishment of the academic calendar (<https://www.secfac.wisc.edu/academic-calendar.htm>) for the University of Wisconsin–Madison falls within the authority of the faculty as set forth in Faculty Policies and Procedures. Construction of the academic calendar is subject to various rules and guidelines prescribed by the Board of Regents, the Faculty Senate and State of Wisconsin legislation. Approximately every five years, the Faculty Senate approves a new academic calendar which spans a future five-year period.

The current calendar was adopted by the Faculty Senate in September 2016.

## CHANGES TO THE 2017–18 GUIDE

### Computer Sciences for Professionals, Capstone Certificate

Overview Text (p. 14)  
November 3, 2017

- Removed the statements: "Those totally new to computer sciences will begin with two introductory courses, **COMP SCI 302** and **COMP SCI 367**, followed by four additional courses to complete the program. Those with a basic background to computer sciences will skip the introductory courses."

Requirements (p. 15)

- Removed the Introductory courses section, which included **COMP SCI 302** and **COMP SCI 367**

## CAPSTONES

Capstone certificates allow students with a bachelor's degree to obtain additional professional skills and certification. Designed for nontraditional students and working professionals, capstone certificates reflect a focused collection of graduate-level courses approved by the Graduate School. Capstone certificate programs do not lead to the conferral of a degree, but do appear on a student's UW–Madison transcript. Programs offering capstone certificates monitor all application, academic, and satisfactory progress requirements.

Capstone certificate students fall under the campus category of University Special students as these students are not in degree status. Adult Career and Special Student Services (ACSSS) is the admitting and academic dean's office for all University Special students. The academic dean is responsible for issues related to student enrollment and the student's official record, including credit limits, eligibility to continue, disciplinary holds, and withdrawal approval.

The ACSSS dean and student services coordinator work closely with each department's capstone certificate coordinator at each step of the process: advising, admissions, enrollment eligibility, and program completion. Eligibility rules for University Special students apply, including a minimum 2.0 GPA and good academic standing. Each specific capstone certificate has additional criteria for program eligibility, final admission, and progress. Capstone certificates typically follow rules of the Graduate School (<https://grad.wisc.edu/acadpolicy>) (<https://grad.wisc.edu/acadpolicy/#enrollmentrequirements>) for tuition, credit limits, and grading (including no Pass/Fail option).

Once admitted, candidates will receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with enrollment instructions and information about tuition and deadlines. The capstone certificate coordinator will send specific information pertaining to enrollment in and completion of the capstone program.

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- Bioinformatics, Capstone Certificate (p. 7)
- Clinical Nurse Specialist – Adult/Gerontology (p. 8)
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- Clinical Nutrition-Dietetic Internship, Capstone Certificate (p. 10)
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- Post-Graduate Psychiatric Nursing, Capstone Certificate (p. 29)
- Power Conversion and Control, Capstone Certificate (p. 30)
- User Experience Design, Capstone Certificate (p. 32)

## HOW TO GET IN

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

There are two steps to apply for admission to a capstone certificate program:

1. Complete the online University Special student application (<http://continuingstudies.wisc.edu/advising/apply.htm>) This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. Complete all application materials required by the specific capstone certificate program.

Once admitted, candidates will receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with enrollment instructions and information about tuition and deadlines. The capstone certificate coordinator also will send specific information pertaining to enrollment in and completion of the capstone program.

## ACTUARIAL SCIENCE, CAPSTONE CERTIFICATE

The Capstone Certificate in Actuarial Science at the School of Business is a tailored program designed to prepare students for their career as an actuary. The capstone is not a degree program. It is a high-quality certificate program designed to quickly and effectively prepare students to successfully pass the professional credentialing exams required by the Casualty Actuarial Society (CAS) or the Society of Actuaries (SOA). A key strength of the capstone program is its flexibility and relatively short time to completion. Students can choose either a full-time or part-time learning track. When taking classes full-time, students can expect to complete the program and have their certificate in nine months. Students enrolled part-time must take a minimum of one class each semester, and can take up to three years to complete the program with exceptions being made for special cases.

Students accepted into the capstone certificate program have a strong mathematics background and are interested in applying that strength to the actuarial science profession. Capstone students will take classes in actuarial mathematics, predictive modeling, and loss models, and have the option to take other classes with consent from faculty. Students will receive a transcript from the University of Wisconsin–Madison and will gain access to key resources (<http://bus.wisc.edu/knowledge-expertise/students>) offered to School of Business students. Further detail is provided at the School of Business website (<http://bus.wisc.edu/degrees-programs/certificates/capstone/actuarial-science>).

## HOW TO GET IN

### ADMISSION

Applicants must possess a baccalaureate degree. Applications are accepted for both fall and spring semesters. Admitted students will have the opportunity to take prerequisite math courses in their semester before starting the program. All application materials must be received by the deadline (<http://bus.wisc.edu/degrees-programs/certificates/capstone/actuarial-science>) posted on the program website.

### APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Actuarial Science
2. Application materials mailed to the School of Business, 975 University Avenue, Room 5252A, Madison, WI 53706—to include:
  - 3 letters of reference
  - Transcripts from all universities attended
  - Statement of purpose describing the applicant's interest and goals in actuarial science and how a certificate in actuarial science will help reach those goals
  - Resume or CV
  - TOEFL scores, if applicable (<http://bus.wisc.edu/degrees-programs/certificates/capstone/actuarial-science>)

### ENROLLMENT

Once admitted, candidates will receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with enrollment instructions and information about tuition and deadlines. The capstone certificate coordinator also will send specific information pertaining to enrollment in and completion of the capstone program.

Additional detail is provided on the ACSSE enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

## REQUIREMENTS

- Must have a minimum GPA of 2.000

Code	Title	Credits
<b>Actuarial Science Core</b>		
ACT SCI 650	Actuarial Mathematics I	3
ACT SCI 651	Actuarial Mathematics II	3
ACT SCI 652	Loss Models I	3
ACT SCI 653	Loss Models II	3
<b>Specialization Core</b>		
ACT SCI/MATH 303	Theory of Interest and Life Insurance	3
or ACT SCI 654	Regression and Time Series for Actuaries	
Total Credits		15

## OPTIONAL SUPPORTING COURSES

Code	Title	Credits
Courses recommended as preparation for an actuarial career:		
MATH/STAT 431	Introduction to the Theory of Probability	3
MATH/STAT 309	Introduction to Probability and Mathematical Statistics I	3
STAT 311	Introduction to Theory and Methods of Mathematical Statistics I	3
MATH/STAT 310	Introduction to Probability and Mathematical Statistics II	3
STAT 312	Introduction to Theory and Methods of Mathematical Statistics II	3
ECON 101	Principles of Microeconomics	4
ECON 102	Principles of Macroeconomics	3-4
ECON 111	Principles of Economics-Accelerated Treatment	4
FINANCE/ECON 300	Introduction to Finance	3
FINANCE/ECON 320	Investment Theory	3
Review courses for actuarial examinations:		
ACT SCI 300	Actuarial Science Methods I	1
ACT SCI 301	Actuarial Science Methods II	1

## LEARNING OUTCOMES

The program teaches the actuarial concepts that will equip students to pass the preliminary professional actuarial exams accepted by the Society of Actuaries and the Casualty Actuarial Society. Students also learn the practical application of these concepts, experiencing real-world learning opportunities through contact with professionals currently working in actuarial science, risk management, and insurance.

Specifically, student learn to

- Solve problems using mathematics, statistics, risk management, finance, and economics
- Quantify risk for insurance companies, consulting firms, government agencies, or other organizations

## BIOINFORMATICS, CAPSTONE CERTIFICATE

### HOW TO GET IN

Admission to bioinformatics is currently suspended.

### REQUIREMENTS

- Must have a minimum GPA of 2.000
- Courses must have a grade of B or better to be accepted

Code	Title	Credits
<b>Statistics Requirement</b>		

B M I/STAT 541 or STAT/ F&W ECOL/ HORT 571	Introduction to Biostatistics Statistical Methods for Bioscience I	3-4
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**Bioinformatics Requirement**

B M I/COMP SCI 576	Introduction to Bioinformatics	3
B M I/COMP SCI 776	Advanced Bioinformatics	3

**Elective Requirement**

Select one of the following: 3

BIOCHEM 711	Sequence Analysis	
B M I/STAT 542	Introduction to Clinical Trials I	
COMP SCI 540	Introduction to Artificial Intelligence	
COMP SCI 545	Natural Language and Computing	
COMP SCI 564	Database Management Systems: Design and Implementation	
COMP SCI 577	Introduction to Algorithms	
COMP SCI 731	Advanced Artificial Intelligence	
COMP SCI 760	Machine Learning	
COMP SCI 766	Computer Vision	
I SY E/B M I/ L I S 617	Health Information Systems	
MATH 605	Stochastic Methods for Biology	
MATH/B M I/ BIOCHEM/ BMOLCHEM 606	Mathematical Methods for Structural Biology	
MATH 608	Mathematical Methods for Continuum Modeling in Biology	
MATH/B M I/ BIOCHEM/ BMOLCHEM 609	Mathematical Methods for Systems Biology	

Total Credits 12-13

## CLINICAL NURSE SPECIALIST – ADULT/GERONTOLOGY

The School of Nursing is launching the Clinical Nurse Specialist–Adult/Gerontology Capstone Certificate in fall 2017. Clinical Nurse Specialists (CNSs) improve the health and well-being of patients, enhance the practice of nurses and nursing units, and improve the quality of health organizations and systems of care. The program will allow Clinical Nurse Specialists to pursue the formal education and certification necessary to support their title and role. Completion of the certification provides the academic credentials required for nurses to sit for national certification as a Clinical Nurse Specialist.

The 15 credits of required courses will be completed over three terms, fall, spring, and summer.

### HOW TO GET IN

**Applicant requirements**

- Master's degree from an accredited nursing program
- Current RN licensure in Wisconsin (or eligibility)

- Completion of prerequisite courses (3 credits each) in physiology, physical assessment, and pharmacology with a grade of B or better. Physiology and physical assessment must be within the previous 5 years and pharmacology must be within 3 years.

**Admission**

A complete application includes the following:

1. An online application for admission ([https://portal.sispub.wisc.edu:7042/psc/dcsapp/EMPLOYEE/HRMS/c/CTF\\_MENU.CTF\\_C\\_SIGNON.GBL?Page=CTF\\_C\\_SIGNON&Action=UCTF\\_ID=UW\\_DCS\\_IAPPLYTargetFrameName=N](https://portal.sispub.wisc.edu:7042/psc/dcsapp/EMPLOYEE/HRMS/c/CTF_MENU.CTF_C_SIGNON.GBL?Page=CTF_C_SIGNON&Action=UCTF_ID=UW_DCS_IAPPLYTargetFrameName=N)) as a University Special student, selecting UNCS Capstone Certificate and the program: Clinical Nurse Specialist–Adult/Gerontology. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. Additional steps as required by the School of Nursing.

**Enrollment**

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The School of Nursing will send an email to admitted students with specific information pertaining to enrollment in and completion of the capstone program.

## REQUIREMENTS

Code	Title	Credits
NURSING 726	Foundations for APN Clinical Practice I	3
NURSING 727	Foundations for APN Clinical Practice II	3
NURSING 728	Advanced Practice Clinical Application and Role Development I	3
NURSING 729	Advanced Practice Clinical Application and Role Development II	3
NURSING 702	Health Promotion and Disease Prevention in Diverse Communities	3
Total Credits		15

## LEARNING OUTCOMES

Student learning goals

After successful completion of the CNS Capstone Certificate Program the graduate will be eligible to sit for national certification as a clinical nurse specialist in adult-gerontology. Eligibility will be verified through completion of 500 clinical practicum hours and achievement of the following learning goals:

1. Integrate nursing science with knowledge from the biophysical, psychosocial, analytical, and organizational sciences as the basis for advanced nursing practice in the CNS role.



2. Demonstrate advanced nursing knowledge of assessment and disease management in the adult-gerontological patient populations.
3. Demonstrate advanced levels of clinical judgment, systems thinking, and professional accountability in designing, delivering, and evaluating evidence-based care to support positive patient outcomes and systems of care.
4. Strategically practice and demonstrate effectiveness within the three spheres of influence that comprise CNS practice.
5. Guide, mentor, and support other nurses to achieve excellence in clinical nursing practice.

## CLINICAL NUTRITION, CAPSTONE CERTIFICATE

The UW–Madison Department of Nutritional Sciences offers a 12-credit online certificate program for professionals to build on knowledge and skills obtained in undergraduate studies and working experiences. It is designed to expand knowledge and give new experiences in areas such as critical care, nutrition support, complex nutritional assessment, nutrition counseling, advanced pediatrics, and clinical nutrition research. The 12-credit program can be completed in one year and consists of four 3-credit courses. Applicants must possess a bachelor's degree and may be admitted any term—fall, spring, or summer.

Further detail, including tuition and costs, is provided at the program's website (<http://nutrisci.wisc.edu/graduate/online-capstone-certificate-in-clinical-nutrition>).

## HOW TO GET IN

### ADMISSION

Applications are accepted all terms—fall, spring, and summer. Applicants must possess the following:

- Earned bachelor's degree or equivalent
- Minimum cumulative GPA  $\geq$  3.0 (on 4.0 scale)
- Completed Didactic Program in Dietetics **or** the following prerequisite courses:
  - General chemistry
  - 2 courses in biological sciences
  - 1 course in each of the following: organic chemistry, biochemistry, physiology, statistics
  - 2 courses in nutrition (human nutrition, clinical nutrition)

**Note:** Applicants who do not have the prerequisites may apply to UW–Madison as a University Special student (p. 39) to complete them, prior to applying for capstone certificate admission.

### Application steps

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the Department of Nutritional Sciences makes the final admission decision upon review of all applicant materials.

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Clinical Nutrition. This application is received and processed by ACSSS with final decision held for approval from the Clinical Nutrition Capstone Certificate coordinator.
2. Submit the following materials to the director of the Clinical Nutrition Capstone Program (<http://nutrisci.wisc.edu/graduate/online-capstone-certificate-in-clinical-nutrition>):
  - Official transcripts from all colleges/ universities attended
  - Brief essay describing your reasons for applying and your career goals
  - Resume or curriculum vitae

**Lynette M. Karls, MS, RD, CD**

Director, Capstone Certificate in Clinical Nutrition  
Department of Nutritional Sciences, UW–Madison  
1415 Linden Drive  
Madison, WI 53706  
608-262-5847  
[karls@nutrisci.wisc.edu](mailto:karls@nutrisci.wisc.edu)

### ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information.

The director of the Capstone Certificate in Clinical Nutrition, Department of Nutritional Sciences, will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program.

Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

## REQUIREMENTS

- Must have a minimum GPA of 2.000
- Courses must have a grade of C or better to be accepted

Code	Title	Credits
<b>Required Courses</b>		
NUTR SCI 650	Advanced Clinical Nutrition: Critical Care and Nutrition Support	3
NUTR SCI 651	Advanced Clinical Nutrition - Pediatrics	3
NUTR SCI 652	Advanced Nutrition Counseling and Education	3
NUTR SCI 653	Clinical Nutrition Research	3
Total Credits		12

## LEARNING OUTCOMES

Students will work directly with the same faculty who teach clinical nutrition on the UW-Madison campus. The instructors have many years of clinical nutrition teaching experience and are registered dietitians with the Academy of Nutrition and Dietetics. Many are practicing dietitians

who understand the challenges professionals face in the workplace and the knowledge needed to succeed in the clinical nutrition profession.

Through the coursework, students will:

- Apply concepts of advanced-level nutrition skills to provide patient care and counseling
- Synthesize the latest research in clinical nutrition
- Demonstrate an capability to complete graduate-level work

## CLINICAL NUTRITION-DIETETIC INTERNSHIP, CAPSTONE CERTIFICATE

Developed through a partnership among the UW–Madison, UW Medical Foundation, UW Hospitals and Clinics (UWHC), and the UW School of Medicine and Public Health, the Dietetic Internship Certificate Program (<http://www.uwhealth.org/health-professionals/internships/dietetic-internship/main/31875>) incorporates online advanced graduate-level courses in nutrition with supervised practice at our teaching hospital.

The UW Health Dietetic Internship Program is a 39-week supervised practice experience consisting of clinical supervised practice and advanced nutrition learning. The dietetic internship program has a medical nutrition therapy concentration. The program accepts 12 interns.

The internship includes one week of orientation with emphasis on health system informatics, 18 weeks of Clinical Nutrition–Medical Nutrition Therapy, three weeks of Clinical Nutrition–Pediatrics, four weeks of Clinical Nutrition–Ambulatory Medical Nutrition Therapy, one week of Clinical Nutrition–Research Theory, six weeks of Community Nutrition: Public Health and School Nutrition, and six weeks of Food Systems Administration. A minimum of 32 hours per week are spent in supervised practice during the fall and spring semesters. Extra time may be required to complete curriculum projects.

The internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is recognized by the Council for Higher Education Accreditation (CHEA) and the United States Department of Education (USDE). Upon successful completion of the Capstone Certificate in Clinical Nutrition–Dietetic Internship, graduates receive a Certificate of Program Completion and a Verification Statement of Dietetic Internship Completion, and are then eligible to take the Registration exam administered by the Commission on Dietetic Registration (<http://cdrnet.org>) of the Academy of Nutrition and Dietetics (<http://www.eatright.org>).

Further detail about the program, including tuition and costs, is available at the Clinical Nutrition: Dietetic Internship (<http://www.uwhealth.org/health-professionals/internships/dietetic-internship/main/31875>) website.

## HOW TO GET IN

### ADMISSION

The program accepts 12 interns each year, who start in the summer term. For details regarding the selection process, the program website should be consulted: UW-Madison Capstone Program in Clinical Nutrition-Dietetic Internship. (<http://www.uwhealth.org/health-professionals/>

[internships/dietetic-internship/applying/31880](http://www.uwhealth.org/health-professionals/internships/dietetic-internship/applying/31880)) The following are the basic requirements:

- Have a bachelor's degree from an accredited college or university or its equivalent and a minimum grade point average of 2.80 on a 4.00 scale, as well as ACEND-accredited coursework requirements
- Have taken the GRE
- Have paid work experience in clinical nutrition and/or food service
- Thoroughly review the Dietetic Internship Application Process (<http://www.uwhealth.org/health-professionals/internships/dietetic-internship/applying/31880>)
- Be either a citizen of the United States or able to maintain work authorization throughout the internship; UW Hospital and Clinics does not offer visa sponsorship to candidates for the Dietetic Internship Certificate program
- All applicants are advised to determine whether this program meets requirements for licensure in the state where they live. See the Commission on Dietetic Registration (<https://www.cdrnet.org/state-licensure>) website for contact information for state licensing boards.

Application steps:

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students, including capstone certificate student. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

Step 1: Complete an online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Clinical Nutrition–Dietetic Internship. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.

Step 2: Apply to DICAS, the Dietetic Internship Computerized Application System (<https://portal.dicas.org>), by the posted deadline. Additional application materials include two academic letters of reference (ideally from professors in food or nutrition, food service management, or science), one professional letter of reference from a supervisor who can comment on relevant work experience, a complete set of official transcripts for all institutions attended, a statement of reasons for post-baccalaureate studies, and a résumé or curriculum vitae.

Step 3: Register and participate in computer matching to D&D Digital Systems (<http://www.dnddigital.com>). Please note that D&D charges a fee for the computer matching process. If the match is with the UW Hospital and Clinics Dietetic Internship, an invitation will be sent to submit a formal online employment application.

For assistance with steps 2 or 3 of the application process, contact the UW-Madison Capstone Program in Clinical Nutrition–Dietetic Internship. (<http://www.uwhealth.org/health-professionals/internships/dietetic-internship/applying/31880>) Notification timeline (<http://www.uwhealth.org/health-professionals/internships/dietetic-internship/program-timeline/47218>) is provided on the website.

### ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information.

The Dietetic Internship Program will send an email to admitted students with specific information pertaining to enrollment in and completion of the capstone program.

Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

## REQUIREMENTS

- Must have a minimum GPA of 2.000
- Courses must have a grade of C or better to be accepted

Code	Title	Credits
<b>Core Courses</b>		
NUTR SCI 650	Advanced Clinical Nutrition: Critical Care and Nutrition Support	3
NUTR SCI 651	Advanced Clinical Nutrition - Pediatrics	3
NUTR SCI 652	Advanced Nutrition Counseling and Education	3
NUTR SCI 653	Clinical Nutrition Research	3
<b>Practicum Courses</b>		
NUTR SCI 670	Nutrition and Dietetics Practicum I	3
NUTR SCI 671	Nutrition and Dietetics Practicum II	3
Total Credits		18

## LEARNING OUTCOMES

Students will learn the following:

- Apply the study of metabolic demands of critical illness and how these alterations influence the nutritional needs of critical care patients
- Develop techniques for counseling and education for in-patient and out-patient care
- Assess research articles and solve clinical nutrition problems using research and analysis

Upon completion of the Dietetic Internship, students are eligible for the Registered Dietician exam and for employment and may continue on to graduate school.

## CLINICAL AND COMMUNITY OUTCOMES, CAPSTONE CERTIFICATE

The UW–Madison Certificate in Clinical and Community Outcomes Research (<https://ictr.wisc.edu/T2TRCertificate>) was designed to accommodate the training needs of researchers from a variety of disciplines at early stages of their careers. A certificate objective is to encourage innovative approaches to solving community health problems by involving faculty and students of diverse backgrounds and by providing course options from a range of disciplines. Participants have come from business, education, engineering, kinesiology, medicine, nursing, pharmacy, and population health. The certificate coursework covers a range of research methods and practical knowledge for use in

finding solutions to real-world health problems facing our communities and clinics.

The certificate in clinical and community outcomes research curriculum consists of five courses and one project for a total of 13 to 15 credit hours. Depending on a student's course load, requirements are completed in two to three years. The certificate requirements are flexible in that you may propose qualifying courses to be considered as elective credit. All courses are face-to-face and taught on the UW–Madison campus during weekdays.

Further detail, including tuition and costs, is available at the Clinical & Community Outcomes website ([https://ictr.wisc.edu/certificate-research-programs/?\\_ga=1.132168526.1391686154.1484336426](https://ictr.wisc.edu/certificate-research-programs/?_ga=1.132168526.1391686154.1484336426)) or by contacting the institute which hosts the program:

Institute for Clinical and Translational Research  
University of Wisconsin–Madison  
4240 Health Sciences Learning Center  
750 Highland Avenue Madison, WI 53705  
[info@ictr.wisc.edu](mailto:info@ictr.wisc.edu)  
608-263-1018

## HOW TO GET IN

### ADMISSION

Applicants must possess a baccalaureate degree and not be currently enrolled in a graduate or professional degree program. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

**Note:** This capstone certificate is not a full-time program and therefore cannot admit international students needing an F–1 or J–1 visa.

### APPLICATION STEPS

A complete application includes the following:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Clinical and Community Outcomes. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. Submission of materials to the capstone certificate program coordinator (<https://sites.google.com/a/wisc.edu/t2trcertificate/handbook/application-and-admission-information/capstone-certificate-application-guidelines>): Sharon Schumacher, 701 Highland Ave., University of Wisconsin, Madison, WI 53705, [scschumache2@wisc.edu](mailto:scschumache2@wisc.edu):

- The fillable downloadable program application form (<https://docs.google.com/viewer?a=v&pid=sites&srcid=d2lzYy5lZHV8dD0cmNlcnRpZmljYXRlfGd40jQ4Njgy>)
- A photocopy of official transcripts from each college attended,
- ACV/resume
- If English is not the native language or whose undergraduate instruction was not in English, official scores from the Test of English as a Foreign Language (TOEFL) or the Michigan English Language Assessment Battery (MELAB). An admitted Capstone applicant must have a TOEFL (paper-based) test score above

580; TOEFL computer-based test (CBT) score above 237; or MELAB score above 82.

### Notification of admission to the capstone certificate program:

- Within three weeks after receiving a complete application, the applicant receives notice of the admission decision. Questions regarding the status of the application should be directed to the certificate program coordinator: Sharon Schumacher at scschumache2@wisc.edu (scschumache2@wisc.edu).

### ENROLLMENT

Upon admission, the Certificate Faculty Advisory Committee reviews the student's stated research interests and recommends an adviser. At a meeting with the advisor, the program curriculum will be developed in relation to the student's learning and career objectives.

**The Adult Career and Special Student Services (ACSSS)** ACSSS will assist with enrollment questions (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>), connecting with other departments and offices on campus, and University policies and procedures (e.g., add, drop, and withdrawal process).

## REQUIREMENTS

- Must have a minimum GPA of 3.000

Code	Title	Credits
<b>Required Introductory Course</b>		
POP HLTH 709	Translational and Outcomes Research in Health and Health Care	3
<b>Seminar</b>		
POP HLTH 990 or I SY E 961	Research Graduate Seminar in Industrial Engineering	1-8
<b>Required Project</b>		
Enroll in 1 credit through certificate advisor.		1
<b>Required Electives</b>		
See course lists below		
Total Credits		5-12

## REQUIRED ELECTIVES COURSE LISTS

Three courses are required from the electives course lists; one course from three of the four course lists. One course **must** be taken from the Working with Communities course list.

### Working with Communities

Code	Title	Credits
HDFS 872	Bridging the Gap Between Research and Action	3
HDFS/ED PSYCH/ NURSING/ SOC WORK 880	Prevention Science	3
I SY E 417	Health Systems Engineering	3
I SY E/PSYCH 653	Organization and Job Design	3
I SY E/ POP HLTH 703	Quality of Health Care: Evaluation and Assurance	1-3
NURSING 702	Health Promotion and Disease Prevention in Diverse Communities	3

NURSING 761	Health Program Planning, Evaluation, and Quality Improvement	3
S&A PHM 652	Pharmacist Communication: Educational and Behavioral Interventions	2
OTM 753	Healthcare Operations Management	3
OTM 758	Managing Technological and Organizational Change	3
OTM 770	Sustainable Approaches to System Improvement	4
POP HLTH/ I SY E 703	Quality of Health Care: Evaluation and Assurance	1-3
POP HLTH 780	Public Health: Principles and Practice	3
SOC/C&E SOC 573	Community Organization and Change	3
SOC/C&E SOC/ URB R PL 617	Community Development	3

### Quantitative Methods

Code	Title	Credits
CURRIC 715	Design of Research in Curriculum and Instruction	3
ED PSYCH 762	Introduction to the Design of Educational Experiments	3
ED PSYCH 861	Statistical Analysis and Design in Educational Research	3
NURSING 803	Advanced Quantitative Design and Methods	3
PUB AFFR 818	Introduction to Statistical Methods for Public Policy Analysis	3
PUB AFFR 819	Advanced Statistical Methods for Public Policy Analysis	3
PUB AFFR/ POLI SCI 871	Public Program Evaluation	3
S&A PHM 711	Research Methods for Pharmaceutical Outcomes and Policy Research	3
POP HLTH 796	Introduction to Health Services Research	3
POP HLTH 803	Monitoring Population Health	3
SOC WORK 650	Methods of Social Work Research	2-3
SOC WORK/ URB R PL 721	Methods of Planning Analysis	3
SOC 751	Survey Methods for Social Research	3
SOC 752	Measurement and Questionnaires for Survey Research	3
URB R PL/ SOC WORK 721	Methods of Planning Analysis	3
URB R PL/DS/ F&W ECOL 955	Practical Research Design and Methods of Empirical Inquiry	3

### Qualitative Methods

Code	Title	Credits
ANTHRO 909	Research Methods and Research Design in Cultural Anthropology	3

COUN PSY/CURRIC/ ED POL/ED PSYCH/ ELPA/RP & SE 788	Qualitative Research Methods in Education: Field Methods I	3
CURRIC/COUN PSY/ ED POL/ED PSYCH/ ELPA/RP & SE 719	Introduction to Qualitative Research	3
ELPA 824	Field Research Designs & Methodologies in Educational Administratn	3
MED HIST 728	Biomedical Ethics and Society	1-3
NURSING 804	Advanced Qualitative Design and Methods	3
SOC/ED POL 955	Seminar-Qualitative Methodology	3
SOC WORK 949	Proseminar	1-3

### Integrated Research Method

One integrated course may be substituted for one quantitative course or one qualitative course.

Code	Title	Credits
CURRIC 714	Research and Evaluation Paradigms in Curriculum and Instruction	3
ELPA 725	Research Methods and Procedures in Educational Administration	3
SOC/C&E SOC 750	Research Methods in Sociology	3
GEN&WS 900	Approaches to Research in Women's Studies/Gender Studies	3
MED PHYS/ I SY E 559	Patient Safety and Error Reduction in Healthcare	2
POP HLTH/ I SY E 875	Cost Effectiveness Analysis in Health and Healthcare	3

## LEARNING OUTCOMES

Students will learn to:

- Frame research questions, design research studies, and implement research methods that provide direct benefits to communities or organizations
- Formulate quasi-experimental and experimental field research designs
- Devise data gathering methods that are cognizant of organizational culture, values, staffing, and work flows

## COMMUNICATION SCIENCES AND DISORDERS, CAPSTONE CERTIFICATE

The UW–Madison Certificate in Communication Sciences and Disorders (<https://csd.wisc.edu/post-bac-certificate.htm>) is offered to students who have completed an undergraduate degree in a field other than communication sciences and disorders, and who wish to prepare themselves for admission to a graduate training program in communication sciences and disorders. The certificate is designed primarily for students who wish to pursue a clinical graduate degree (M.S. in speech–language pathology, or Au.D. in audiology), but is also

appropriate for students from other fields who wish to pursue a research graduate degree in communication sciences and disorders.

The certificate is earned upon completion of the nine courses, to be completed in one academic year. Most capstone certificate students will take all nine courses (24 credits total), but in some cases one or two courses may be waived depending on coursework taken previously, during the undergraduate degree. The minimum number of credits required for the certificate is 18.

Further detail, including current tuition and costs, is provided on the program's website (<https://csd.wisc.edu/post-bac-certificate.htm>) or by contacting:

Post-baccalaureate Capstone Certificate Program  
Department of Communication Sciences and Disorders  
Goodnight Hall  
University of Wisconsin–Madison  
1975 Willow Drive, Room 318  
Madison, WI 53706-1103  
[graduate@csd.wisc.edu](mailto:graduate@csd.wisc.edu)  
608-262-6464

## HOW TO GET IN

### ADMISSION

Applicants must possess a baccalaureate degree with a minimum GPA of 3.0 on a 4.0 scale. Applications are accepted for the fall semester, with a priority deadline of May 1. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the Capstone Certificate program makes the final admission decision upon review of all applicant materials.

### APPLICATION STEPS

A complete application includes the following:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Communication Sciences and Disorders. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. Send to the Department of Communication Sciences and Disorders Graduate Studies Coordinator ([graduate@csd.wisc.edu](mailto:graduate@csd.wisc.edu)? Subject=Post-Bac Certificate Inquiry) via [graduate@csd.wisc.edu](mailto:graduate@csd.wisc.edu) or the address below:
  - an official college transcript confirming completion of an undergraduate degree with a minimum GPA of 3.0 on a 4.0 scale, or proof that an undergraduate degree will be completed prior to beginning the capstone certificate program.
  - an English proficiency test score if your native language is not English or if your undergraduate instruction was not in English

Post-Bac Capstone Certificate Program  
Department of Communication Sciences and Disorders  
University of Wisconsin-Madison  
1975 Willow Drive, Room 318  
Madison, WI 53706-1103

Notification of acceptance to the program will be sent within four weeks of receiving an application.

## ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The Department of Communication Sciences and Disorders will send specific information pertaining to enrollment in courses for fall and completion of the capstone program.

## REQUIREMENTS

- Must have a minimum GPA of 3.000
- Certificate requires 18 credits

Code	Title	Credits
<b>Required Gateway Courses (Prerequisites)</b>		
CS&D 201	Speech Science	3
CS&D 202	Normal Aspects of Hearing	3
CS&D 240	Language Development in Children and Adolescents	3
Total Credits		9

Code	Title	Credits
<b>Required Core Courses</b>		
CS&D 315	Phonetics and Phonological Development	3
CS&D 320	Introduction to Audiology	3
CS&D 371	Pre-Clinical Observation of Children and Adults	3
CS&D 425	Auditory Rehabilitation	3
CS&D 440	Child Language Disorders, Assessment and Intervention	3
CS&D 699	Directed Study	3
or CS&D 318	Voice, Craniofacial and Fluency Disorders	
Total Credits		18

## LEARNING OUTCOMES

The certificate is designed primarily for students who wish to pursue a clinical graduate degree (M.S. in Speech-language Pathology, or Au.D. in Audiology), but is also appropriate for students from other fields who wish to pursue a research graduate degree in Communication Sciences and Disorders. Students will:

- Obtain knowledge of speech, language, voice, and hearing, as well as approaches to correcting disorders
- Observe testing, assessment, and treatment in real-world clinical settings

## COMPUTER SCIENCES FOR PROFESSIONALS, CAPSTONE CERTIFICATE

The Professional Capstone Certificate Program offered by UW–Madison Department of Computer Sciences is designed to prepare students for a career as a qualified software developer. Students must possess a bachelor's degree from a range of fields. Depending on background, the program can be completed in four to six semesters. Designed for the working professional, many courses are offered in the evening. There is also an option to continue (part-time or full-time) in our Professional Master's Program to obtain an M.S. degree in computer sciences in another one to one-and-a-half years.

Further detail, including tuition and other cost, is available at the program website (<http://www.cs.wisc.edu/academics/graduate-programs/pcp>) or by contacting the department:

Professional Programs Coordinator  
Department of Computer Sciences  
University of Wisconsin-Madison  
1210 West Dayton Street, Room 5378  
Madison, WI 53706-1613  
608-262-5601  
[pcp-admissions@cs.wisc.edu](mailto:pcp-admissions@cs.wisc.edu)

## HOW TO GET IN

### ADMISSION

Applicants must possess a baccalaureate degree. Applications are accepted on a rolling basis for each term. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the Department of Computer Sciences (<http://www.cs.wisc.edu/academics/graduate-programs>) makes the final admission decision upon review of all applicant materials. Please contact [pcp-admissions@cs.wisc.edu](mailto:pcp-admissions@cs.wisc.edu) ([pcp-admissions@cs.wisc.edu](mailto:pcp-admissions@cs.wisc.edu)?subject=PCP application question) for assistance with applying.

### Application steps

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Computer Science for Professionals.
2. The Professional Capstone Certificate Program Supplement form required by the department. It is provided on the program website or from [pcp-admissions@cs.wisc.edu](mailto:pcp-admissions@cs.wisc.edu). ([pcp-admissions@cs.wisc.edu](mailto:pcp-admissions@cs.wisc.edu)?subject=PCP application question)

### ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information.

The Department of Computer Sciences will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program.

Additional detail about the enrollment process is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

## REQUIREMENTS

- Must have a minimum GPA of 2.000
- Courses must have a grade of C or better to be accepted

## FUNDAMENTAL COURSES

Take **four** from the following list:

Code	Title	Credits
COMP SCI/E C E 354	Machine Organization and Programming	3
COMP SCI/E C E 506	Software Engineering	3
COMP SCI/E C E/ M E 532	Theory and Applications of Pattern Recognition	3
COMP SCI 536	Introduction to Programming Languages and Compilers	3
COMP SCI 537	Introduction to Operating Systems	4
COMP SCI 540	Introduction to Artificial Intelligence	3
COMP SCI/E C E 552	Introduction to Computer Architecture	3
COMP SCI 564	Database Management Systems: Design and Implementation	4
COMP SCI 570	Introduction to Human-Computer Interaction	4
COMP SCI 559	Computer Graphics	3
COMP SCI 577	Introduction to Algorithms	4
COMP SCI 640	Introduction to Computer Networks	3

## 400 LEVEL COURSE REQUIREMENT

Select at least **two** from the following list:

Code	Title	Credits
COMP SCI 402	Introducing Computer Science to K-12 Students	2
COMP SCI 407	Foundations of Mobile Systems and Applications	3
COMP SCI 412	Introduction to Numerical Methods	3
COMP SCI/I SY E/ MATH 425	Introduction to Combinatorial Optimization	3
COMP SCI/E C E/ MATH 435	Introduction to Cryptography	3
COMP SCI/STAT 471	Introduction to Computational Statistics	3
COMP SCI/MATH/ STAT 475	Introduction to Combinatorics	3
COMP SCI/E C E 506	Software Engineering	3
COMP SCI/ MATH 513	Numerical Linear Algebra	3

COMP SCI/ MATH 514	Numerical Analysis	3
COMP SCI 520	Introduction to Theory of Computing	3
COMP SCI/E C E/ I SY E 524	Introduction to Optimization	3
COMP SCI/I SY E/ MATH/STAT 525	Linear Programming Methods	3
COMP SCI/ I SY E 526	Advanced Linear Programming	3-4
COMP SCI/E C E/ M E 532	Theory and Applications of Pattern Recognition	3
COMP SCI/E C E 533	Image Processing	3
COMP SCI 534	Computational Photography	3
COMP SCI 536	Introduction to Programming Languages and Compilers	3
COMP SCI 537	Introduction to Operating Systems	4
COMP SCI 538	Introduction to the Theory and Design of Programming Languages	3
COMP SCI/E C E/ M E 539	Introduction to Artificial Neural Network and Fuzzy Systems	3
COMP SCI 540	Introduction to Artificial Intelligence	3
COMP SCI 545	Natural Language and Computing	3
COMP SCI 547	Computer Systems Modeling Fundamentals	3
COMP SCI/E C E 552	Introduction to Computer Architecture	3
COMP SCI/I SY E/ M E 558	Introduction to Computational Geometry	3
COMP SCI 559	Computer Graphics	3
COMP SCI 564	Database Management Systems: Design and Implementation	4
COMP SCI/B M I 567	Medical Image Analysis	3
COMP SCI 570	Introduction to Human-Computer Interaction	4
COMP SCI/B M I 576	Introduction to Bioinformatics	3
COMP SCI 577	Introduction to Algorithms	4
COMP SCI 578	Contest-Level Programming	1
COMP SCI/DS 579	Virtual Reality	3
COMP SCI/L I S 611	User Experience Design 1	3
COMP SCI/L I S 612	User Experience Design 2	3
COMP SCI/ I SY E 635	Tools and Environments for Optimization	3
COMP SCI 638	Undergraduate Topics in Computing	1-4
COMP SCI 640	Introduction to Computer Networks	3
COMP SCI 642	Introduction to Information Security	3
COMP SCI 679	Computer Game Technology	3
COMP SCI 681	Senior Honors Thesis	3
COMP SCI 682	Senior Honors Thesis	3
COMP SCI 691	Senior Thesis	2-3
COMP SCI 692	Senior Thesis	2-3
COMP SCI 698	Directed Study	1-6
COMP SCI 699	Directed Study	1-6
COMP SCI 701	Construction of Compilers	3

COMP SCI 703	Advanced Topics in Programming Languages and Compilers	3	COMP SCI/ED PSYCH/PSYCH 770	Human-Computer Interaction	3
COMP SCI 704	Principles of Programming Languages	3	COMP SCI/B M I 776	Advanced Bioinformatics	3
COMP SCI 706	Analysis of Software Artifacts	3	COMP SCI 777	Computer Animation	3
COMP SCI/E C E 707	Mobile and Wireless Networking	3	COMP SCI 784	Foundations of Data Management	3
COMP SCI 710	Computational Complexity	3	COMP SCI 787	Advanced Algorithms	3
COMP SCI/MATH 714	Methods of Computational Mathematics I	3	COMP SCI 790	Master's Thesis	1-9
COMP SCI/MATH 715	Methods of Computational Mathematics II	3	COMP SCI 799	Master's Research	1-9
COMP SCI/ISY E 719	Stochastic Programming	3	COMP SCI 809	Mathematical Techniques in the Analysis of Algorithms	3
COMP SCI/ISY E 723	Dynamic Programming and Associated Topics	3	COMP SCI 812	Arithmetic Algorithms	3
COMP SCI/ISY E/MATH/STAT 726	Nonlinear Optimization I	3	COMP SCI/MATH 837	Topics in Numerical Analysis	3
COMP SCI/ISY E 727	Convex Analysis	3	COMP SCI 838	Topics in Computing	1-3
COMP SCI/ISY E/MATH 728	Integer Optimization	3	COMP SCI/B M I/PSYCH 841	Computational Cognitive Science	3
COMP SCI/ISY E/MATH 730	Nonlinear Optimization II	3	COMP SCI 880	Topics in Theoretical Computer Science	3
COMP SCI 731	Advanced Artificial Intelligence	3	COMP SCI 899	Pre-Dissertator Research	1-9
COMP SCI 733	Computational Methods for Large Sparse Systems	3	COMP SCI 900	Advanced Seminar in Computer Science	1
COMP SCI 736	Advanced Operating Systems	3	COMP SCI/B M E/B M I/BIOCHEM/CBE/GENETICS 915	Computation and Informatics in Biology and Medicine	1
COMP SCI 737	Computer System Performance Evaluation and Modeling	3	COMP SCI 990	Dissertation	1-6
COMP SCI 739	Distributed Systems	3	COMP SCI 999	Dissertator Research	1-6
COMP SCI 740	Advanced Computer Networks	3			
COMP SCI 744	Big Data Systems	3			
COMP SCI 747	Advanced Computer Systems Analysis Techniques	3			
COMP SCI/E C E 750	Real-time Computing Systems	3			
COMP SCI/E C E 752	Advanced Computer Architecture I	3			
COMP SCI/E C E 755	VLSI Systems Design	3			
COMP SCI/E C E 756	Computer-Aided Design for VLSI	3			
COMP SCI/E C E 757	Advanced Computer Architecture II	3			
COMP SCI 758	Advanced Topics in Computer Architecture	3			
COMP SCI/E C E/EM A/E P/M E 759	High Performance Computing for Applications in Engineering	3			
COMP SCI 760	Machine Learning	3			
COMP SCI/E C E 761	Mathematical Foundations of Machine Learning	3			
COMP SCI 764	Topics in Database Management Systems	3			
COMP SCI 765	Data Visualization	3			
COMP SCI 766	Computer Vision	3			
COMP SCI/B M I 767	Computational Methods for Medical Image Analysis	3			
COMP SCI 769	Advanced Natural Language Processing	3			

## LEARNING OUTCOMES

Students will build a skill set in software development, analysis, and testing.

## CONSUMER HEALTH ADVOCACY, CAPSTONE CERTIFICATE

The UW–Madison Center for Patient Partnerships (CPP) (<http://www.patientpartnerships.org>) provides the online Consumer Health Advocacy Capstone Certificate (<https://www.patientpartnerships.org/education/adult-and-returning-students>) to educate learners interested in advocacy on behalf of anyone facing barriers to their health care. It is ideal for people who want to help their families get the care they need, change careers, or deepen existing professional practice. It is also for those that want to gain valuable direct patient service before enrolling in graduate or professional school, become professional health care advocates, or explore next steps without a clear view of what's on the horizon.

Within the certificate program the center' offers two tracks (<https://www.patientpartnerships.org/education/courses>) focused on either individual-level patient advocacy or system/policy level health advocacy. Its educational approach (<http://www.patientpartnerships.org/education/our-educational-approach>) encourages hands-on learning by advocating for patients directly through the nation's only certificate program with an experiential Patient Advocacy Clinic. Students can complete the entire



program from a distance (except a two-day, in-person orientation) or in a blended (in-person + online) format.

Students complete four 3-credit courses, for 12 graduate-level credits. On average, students take 12–18 months to complete the certificate program.

Further detail, including current tuition and costs, is available at the program's website (<https://www.patientpartnerships.org/education/adult-and-returning-students>) or contact below:

The Center for Patient Partnerships  
University of Wisconsin–Madison Law School  
975 Bascom Mall, Suite 4311  
Madison, WI 53706-1399  
608-265-6267  
[info@patientpartnerships.org](mailto:info@patientpartnerships.org)  
Fax 608-265-4332

## HOW TO GET IN

Applicants must possess a baccalaureate degree. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials. All application materials must be received by the deadline posted on the program website.

## APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Consumer Health Advocacy. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. An application and materials required by the Center for Patient Partnerships, with their certificate's online application provided on the program's website here (<https://www.patientpartnerships.org/education/apply>).

Materials required include:

- a personal statement,
- résumé,
- two references,
- one letter of recommendation,
- transcripts for any current program or coursework and all prior degrees,
- and a \$75 non-refundable application fee
- the Center for Patient Partnerships (CPP) application (<https://www.patientpartnerships.org/education/apply>)

## ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The coordinator for the capstone certificate will send an email to admitted students with specific information pertaining to enrollment in and completion of the capstone program.

## REQUIREMENTS

- Must have a minimum GPA of 3.000

Code	Title	Credits
Foundation Courses		
LAW/MED SC-M/ NURSING 768	Consumer Health Advocacy and Patient-Centered Care Clinical	
LAW 940	Law and Contemporary Problems	
LAW 990	Directed Research	
Optional Externship		
<b>Total Credits</b>		<b>12</b>

## LEARNING OUTCOMES

Students will

- Gain critical knowledge to successfully navigate medical, legal, insurance, and regulatory systems so you can ensure the best care for yourself or for others
- Access and apply information to solve problems and communicate effectively with doctors, lawyers, social workers, and insurance companies
- Develop analytical skills to assist with searches for clinical trials, decisions on medical care, and assessments of ethics and values that impact patient care

## FOUNDATIONS OF PROFESSIONAL DEVELOPMENT, CAPSTONE CERTIFICATE

This 9-credit certificate in professional leadership is fully online. Offered by the UW–Madison College of Engineering, it is completely multidisciplinary—with instructors from across the UW–Madison campus to provide critical insights on topics such as marketing, finance, project management, legal concepts, and information management. The certificate is built from a selection of 14 one-credit courses in areas such as information and project management, communication, marketing, negotiations, and legal studies. Each course is eight weeks. Throughout these course sprints, the student is immersed in projects alongside other professionals who share similar challenges and passions. Designed for working professionals, students may start the certificate program at the beginning of any 8-week session year round. Students work at their own pace, but may complete the certificate in as little as 10 month or as long as five years.

Further information, including tuition and costs, is available at the website of the Department of Engineering Professional Development (<https://epd.wisc.edu/online-degree/foundations-of-professional-development-certificate>).

## HOW TO GET IN

### ADMISSION

Applicants must possess a baccalaureate degree. Applications are accepted on a rolling schedule. Students may begin the program at the start of any term (fall, spring, or summer). Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students, including capstone certificate students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

#### Admission requirements for the Capstone Certificate Foundations of Professional Development program are:

1. Hold bachelor's degree or equivalent credential from an accredited college or university.
2. A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00. Applicants from an international institution must have a strong academic performance comparable to a 3.00 for an undergraduate or master's degree.
3. Applicants whose native language is not English must provide scores from the Test of English as a Foreign Language (TOEFL). The minimum acceptable score on the TOEFL is 580 on the written version, 243 on the computer version, or 92 on the Internet version.

*Exceptions to standard admission requirements are considered by the admissions committee on an individual basis.*

#### Application steps

1. Communicate *Intent to Apply* to the program: Email the Chair of the Admissions Committee (shainah.greene@wisc.edu) and state an intent to apply to the certificate. Attach an unofficial transcript that shows cumulative GPA and bachelor's degree received.
2. Submit an online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Foundations of Professional Development. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
3. Arrange to have transcripts of all previous educational institutions and a letter of recommendation sent directly to the Chair of the Admissions Committee (<https://epd.wisc.edu/online-degree/foundations-of-professional-development-certificate/#/apply>) for the capstone certificate program: Attn: Shainah Greene, 432 North Lake Street, Room 701, Madison, WI 53706

**Note:** Transcripts should be sent directly by the educational institution to the program.

The letter of recommendation should be from an employer or colleague. Use the Download Recommendation Form, ([http://epdfiles.engr.wisc.edu/pdf\\_web\\_files/distancedegrees/Letter\\_of\\_Rec\\_Form-CapstoneCert.pdf](http://epdfiles.engr.wisc.edu/pdf_web_files/distancedegrees/Letter_of_Rec_Form-CapstoneCert.pdf)) which should be e-mailed directly by your recommender to the Chair of the Admissions Committee (shainah.greene@wisc.edu).

4. After all of application materials have been received, the admissions committee chair contacts applicants for a phone interview. After the interview, the complete application will be presented to the Admissions Committee for evaluation at its next scheduled meeting.

#### Final admissions decision

Admission decisions are made in the order completed applications are received. The committee will make one of the following decisions:

- Recommend admission
- Defer consideration until the regular consideration review meeting.
- Decline further consideration of your application.

After a decision is made, the admissions committee chair will contact applicants by email to inform them of the decision and to schedule a time to discuss the decision and any next steps. The ACSSS is also notified of the final admission decision and completes the formal process for UW–Madison admissions.

### ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information.

The Foundations in Professional Development program will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program.

Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

## REQUIREMENTS

- Must have a minimum GPA of 2.000
- Certificate requires 9 credits

Code	Title	Credits
<b>Personal Development</b>		
E P D 700	Connected Learning Essentials	1
E P D 701	Writing for Professionals	1
or E P D 702	Professional Presentations	
<b>Team Development</b>		
E P D/GEN BUS/ M H R 783	Leading Teams	1
E P D 706	Change Management	1
or E P D/ GEN BUS/ OTM 784	Project Management Essentials	
<b>Organizational Development</b>		
E P D 704	Organizational Communication and Problem Solving	1
E P D 712	Ethics for Professionals	1
or E P D 713	Key Legal Concepts for Professionals	
<b>Additional Core Courses</b>		
Select three courses from this list that have NOT already been taken:		
E P D 701	Writing for Professionals	

E P D 702	Professional Presentations	
E P D/L I S 703	Managing Digital Information	
E P D 706	Change Management	
E P D 708	Creating Breakthrough Innovations	
E P D 712	Ethics for Professionals	
E P D 713	Key Legal Concepts for Professionals	
E P D/ACCT I S/ GEN BUS 781	Financial and Business Acumen	
E P D/GEN BUS/ MARKETNG 782	Marketing for Non-Marketing Professionals	
E P D/GEN BUS/ M H R 785	Effective Negotiation Strategies	
E P D/GEN BUS/ OTM 784	Project Management Essentials	
Total Credits		9

## LEARNING OUTCOMES

Our multidisciplinary approach includes instructors from various campus divisions to enhance your technical expertise with critical leadership skills. Learn how to:

- Deliver dynamic presentations
- Spot and analyze industry trends
- Lead teams
- Manage projects and change
- Negotiate effectively to get what you want
- Understand legal, financial and marketing concepts.
- Strategically manage complex information and projects in a digital environment
- Select and successfully apply effective communication strategies
- Employ proven methods to effectively and ethically work across disciplinary and organizational boundaries
- Recognize and analyze trends within your discipline and workplace

## FRENCH STUDIES AT THE GRADUATE LEVEL, CAPSTONE CERTIFICATE

### HOW TO GET IN

Admission to French studies at the graduate level is currently suspended.

### REQUIREMENTS

- Certificate requires 20 credits
- Must have a minimum GPA of 2.000 in concentration area

Code	Title	Credits
	Required Courses	9
	Concentration Area	8

Internship	3
Total Credits	20

## REQUIRED COURSES

Code	Title	Credits
FRENCH 615	Grammaire avancee	3
FRENCH 623	Communication orale en situations professionnelles	3
FRENCH 642	Culture et sociétés dans le monde francophone	3
FRENCH 799	Independent Study	1-6
FRENCH 901	Seminar-Materials and Methods of Research	1-3

## CONCENTRATION AREA

Concentration area courses must be at 300 level or above and require permission of your PFMP advisor.

### Business Concentration

Code	Title	Credits
MARKETNG 710	Marketing Research	3
MARKETNG 700	Marketing Management	3
MARKETNG/ INTL BUS 420	Global Marketing Strategy	3

### Education Concentration

Code	Title	Credits
FRENCH/ ITALIAN 821	Issues in Methods of Teaching French and Italian	1-3
FRENCH 799	Independent Study	1-6

### European Union Affairs Concentration

Code	Title	Credits
POLI SCI 315	Legislative Internship	3

### International Development Concentration

Code	Title	Credits
A A E/ECON/ ENVIR ST 343	Environmental Economics	3-4
A A E/ENVIR ST 244	The Environment and the Global Economy	3
POLI SCI 354	International Institutions and World Order	3-4

### International Education Concentration

Code	Title	Credits
ELPA 736	Administration of Student Services in Higher Education	3
FRENCH 799	Independent Study	1-6

### Media/Arts/Cultural Production Concentration

Code	Title	Credits
MARKETNG 415	Marketing Communications	3
MARKETNG 310	Marketing Research	3
DS 355	History of Fashion, 1400-Present	3

**Individual Concentration**

Designed in Consultation with Advisor.

**INTERNSHIP**

Code	Title	Credits
FRENCH 793	Professional French Masters Program Internship	3

## FUNDAMENTALS OF CLINICAL RESEARCH, CAPSTONE CERTIFICATE

The Capstone Certificate in the Fundamentals of Clinical Research (<https://ictr.wisc.edu/CertificatePrograms>) is offered through the UW Madison Institute for Clinical and Translational Research (UW ICTR) (<https://ictr.wisc.edu>), part of a national consortium of patient care and research institutes funded by the National Institutes of Health (NIH) Clinical and Translational Science Awards (<https://ncats.nih.gov/ctsa/about>). The certificate allows students to understand and practice evidence-based research to help tackle the world's complex research questions—such as those in therapeutics, diagnostics, and preventative health care—and bring solutions to patients. Courses are taught by UW–Madison faculty in population health sciences, biostatistics, veterinary surgical sciences, oncology, and medical history and bioethics.

The fundamentals of clinical research certificate provides formal training and a practicum in research design and statistical analysis for professionals in health care, biotechnology, and the pharmaceutical industry. The certificate program requires at least 13 credits, which are completed on average in just under two years. Designed for the working professional, courses are offered after 4 p.m.

Further detail, including current tuition and cost, is available at the program website ([https://ictr.wisc.edu/certificate-research-programs/?\\_ga=1.90419418.1391686154.1484336426](https://ictr.wisc.edu/certificate-research-programs/?_ga=1.90419418.1391686154.1484336426)) or contact below:

Certificate in the Fundamentals of Clinical Research Program Office

UW–Madison

2112G Health Sciences Learning Center

Madison, Wisconsin 53705

608-262-3768

[rec-education@hslc.wisc.edu](mailto:rec-education@hslc.wisc.edu) (Rec-Education@hslc.wisc.edu)

**HOW TO GET IN**

Applicants must possess a baccalaureate degree. Applications are accepted for both fall and spring semesters. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials. All application materials must be received by the deadline posted on the program website.

**APPLICATION STEPS**

A complete application includes the following:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Actuarial Science. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. Submit an application (<https://advanceyourcareer.wisc.edu/wordpress/wp-content/uploads/2016/01/CapstoneAppFN-15-9-21.docx>) to the capstone certificate program, which requires a copy of your biosketch, résumé, or curriculum vitae; a copy of official transcripts from each institution attended post-high school; a one-page statement of purpose; and a brief letter of recommendation stating interest and experience in clinical research, self-initiative, quality of work, record of publications and presentations, and financial or other support from a current department if applicable. This application form is posted on the Clinical Research Capstone Certificate website (<https://ictr.wisc.edu/documents/clinical-research-capstone-certificate-program-application>).

**ENROLLMENT**

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The program coordinator for the fundamentals of clinical research certificate program will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program.

**REQUIREMENTS**

- Must have a minimum GPA of 3.000

Code	Title	Credits
<b>Biostatistics and Population Health Courses</b>		
B M I/STAT 541	Introduction to Biostatistics	3
B M I/STAT 542	Introduction to Clinical Trials I	3
B M I 544	Introduction to Clinical Trials II	3
POP HLTH/SOC 797	Introduction to Epidemiology	3
<b>Ethical Conduct of Research Requirement</b>		
Select one of the following:		1-3
SURG SCI 812	Research Ethics and Career Development	
MED HIST 545	Ethical and Regulatory Issues in Clinical Investigation	
NURSING 802	Ethics and the Responsible Conduct of Research	
ONCOLOGY 675	Advanced or Special Topics in Cancer Research (Approp Conduct in Sci )	

PHARMACY 800	Research Ethics: Scientific Integrity and the Responsible Conduct of Research
OBS&GYN 955	Responsible Conduct of Research for Biomedical Graduate Students
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Total Credits	13-15

## LEARNING OUTCOMES

Students will learn to

- Conduct better evidence-based research in your patient-centered clinical job
- Better analyze outcomes, behaviors, diagnoses, managed care, clinical trials, or other data

## GEODESIGN, CAPSTONE CERTIFICATE

### HOW TO GET IN

Admission to geodesign is currently suspended.

### REQUIREMENTS

- Must have a minimum GPA of 2.000

Code	Title	Credits
<b>Required Courses</b>		
LAND ARC 630	Geodesign Foundations	3
LAND ARC 631	Geodesign Methods	3
LAND ARC 633	Geospatial Approaches to Conservation and Adaptation	2
LAND ARC 634	Geodesign Capstone Project	3
LAND ARC 671	Geodesign for Sustainability and Resiliency	3
Total Credits		14

## GEOGRAPHIC INFORMATION SYSTEMS, CAPSTONE CERTIFICATE

The Department of Geography offers a one-year GIS certificate program intended to provide a mix of GIS theory and practical experience for many possible applications and fields such as: agriculture, archaeology, conservation, demography, economics, emergency management, law enforcement, earketing, natural resource management, public health, transportation, urban planning, wildlife ecology, and more.

Geographic information systems (GIS) is a discipline devoted to the acquisition, storage, management, analysis, and visualization of spatial data. GIS provides the ability to integrate and analyze spatial and non-spatial information for mapping, planning and decision-making.

The primary goal of the capstone certificate program is to ensure that students become sufficiently grounded in theoretical underpinnings of GIS to make informed use of existing GIS applications and gain skills needed to construct new applications in the physical or social realms. The full range of GIS capabilities is covered, including data capture, analysis, modeling and cartographic representation. Through hands-on exposure in the form of lab exercises, course projects, and an internship or independent project, experience will be acquired with major GIS software packages, including ArcGIS. By teaching concepts and hands-on use, the program differs from a typical short course designed for GIS training in a particular software package.

The program is intended to serve:

- recent graduates who wish to acquire technical expertise to support the topical knowledge gained in their undergraduate major
- returning students who wish to acquire specialized training to meet current (or future) job requirements calling for GIS knowledge

This program consists of **4 core courses**, a minimum of **1 elective** and an **independent capstone project**. Students must complete a minimum of 16 credits while in the program. It may be possible to transfer in 4 credits of required coursework taken previously (approval needed if taken at another institution).

The **2-credit capstone project** is tailored to individual backgrounds and interests. The program welcomes work-related projects by students who are presently employed. The capstone project can be taken any semester but should be taken in conjunction with or after taking G578 (Applications of GIS).

**Please note:** Students entering in spring semesters may need three semesters to complete coursework since the Geog 578 is not offered in the fall and requires Geog 377 as a prerequisite.

No certificate courses are offered in the summer.

Further detail, including tuition and costs, is provided at the GIS Certificate Program (<https://geography.wisc.edu/gis/giscertificateprogram/application-information>) website.

### HOW TO GET IN

#### ADMISSION

Applicants must possess a baccalaureate degree. Applications are accepted for both fall and spring semesters. Deadlines for submitting applications to the GIS certificate program are April 15 for fall admission and October 15 for spring in order to be guaranteed full consideration. Applications received after these dates maybe considered if space allows. There are no summer admissions. (Students may not be enrolled in another undergraduate or graduate program while enrolled in this capstone certificate program.)

**Admission is competitive.** The minimum requirements are:

- a bachelor's degree (preferably in a physical or social science)
- a minimum undergraduate grade point average (GPA) of 3.00 on a 4.00 scale; Graduate Record Examination (GRE) scores are not required.
- completion of an introductory course in statistical methods, or take an intro statistics course prior to taking the Advanced Quantitative Methods class (GEOG 560)

- submission of official student transcripts, a one-page statement of interest, and three letters of recommendation
- non-native English speakers must also submit a Test of English as a Foreign Language (TOEFL) score

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials. Consult the GIS Program website (<https://geography.wisc.edu/gis/giscertificateprogram>) for further detail and assistance.

### Application steps

1. Submit an online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Geographic Information Systems. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. Submit required materials to the GIS Certificate Program. Fill out their online supplemental application ([https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_3ICoVdXcZHPThVr](https://uwmadison.co1.qualtrics.com/jfe/form/SV_3ICoVdXcZHPThVr)). This includes submission of the names and email addresses of two people who will write you letters of recommendation and upload a letter of interest (one-page essay). The GIS program will contact referees for their recommendation letters, but applicants should ensure they will write you a letter prior to submitting their names. Referees will be asked to submit letters of recommendation electronically.
3. Take steps to have official transcripts of all previous college work sent to: GIS Certificate Program, Department of Geography, 550 North Park Street, Science Hall, Madison, WI 53706
4. International students from non-English speaking countries must also submit TOEFL scores.
5. Deadlines for submitting applications to the GIS certificate program are April 15 for fall admission and October 15 for spring in order to be guaranteed full consideration. Applications received after these dates may be considered if space allows.

## ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information.

The Department of Geography–GIS Capstone Certificate Program will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program.

Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

## REQUIREMENTS

- Must have a minimum GPA of 3.000

Code	Title	Credits
<b>Course Courses</b>		
GEOG 370	Introduction to Cartography	4
GEOG/CIV ENGR/ ENVIR ST 377	An Introduction to Geographic Information Systems	4
GEOG 560	Advanced Quantitative Methods	3

GEOG 578	GIS Applications	4
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### Required Elective Course

Select one of the following:	3-4
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GEOG/ENVIR ST/ F&W ECOL/ G L E/GEOSCI/ LAND ARC 371	Introduction to Environmental Remote Sensing
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GEOG 378	Introduction to Geocomputing
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GEOG 572	Graphic Design in Cartography
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GEOG 575	Interactive Cartography & Geovisualization
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### Internship/Capstone Course

GEOG 602	Internship	2
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Total Credits	20-21
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## LEARNING OUTCOMES

Students will

- Become grounded in the conceptual underpinnings of GIS technology in order to make informed use of current GIS applications
- Acquire the technological skills needed to construct new GIS applications in a wide variety of disciplines
- Use common GIS techniques to collect, analyze, process, and display geographic data
- Apply GIS to solve real-world problems
- Gain experience with common commercial and open-source GIS software

## GLOBAL HEALTH, CAPSTONE CERTIFICATE

The Global Health Capstone Certificate Program is based in the Department of Population Health Sciences at the School of Medicine and Public Health and is administered by the campuswide Global Health Institute.

The certificate curriculum focuses on global health topics and health issues that transcend national boundaries, emphasizing health and disease in developing countries. Through a **9-credit program** of preparatory course work and culminating in a global health field experience, students will be prepared to address health disparities in a context of cultural diversity. Certificate recipients may serve populations internationally or work among the increasingly diverse population of Wisconsin and the United States. Through core courses and electives, students may focus their studies on health promotion, detection and treatment of disease, prevention and management of outbreaks, health policy, environmental health, or other interdisciplinary topics.

To accommodate working professionals, the courses are offered in the evening.

Further detail, including current tuition and cost, is provided on the program's website. (<http://ghi.wisc.edu/education/professional-graduate-and-capstone>)

## HOW TO GET IN

### ADMISSION

Applicants must possess a baccalaureate degree. Applications are accepted for fall semester with a deadline in late spring. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

### APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: [Global Health](#). This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. An application and materials submitted directly to the program, which includes:
  - an online application (<http://ghi.wisc.edu/education/professional-graduate-and-capstone/apply>) directly to the program. The application includes a personal statement (maximum 350 words) which require a description of global health interest and previous experience, career goals, and how the skills obtained in the certificate program will improve the health status of underserved populations
  - a resume and official transcripts for current programs and prior degrees sent to: Betsy Teigland ([teigland@wisc.edu](mailto:teigland@wisc.edu)) of the Global Health Institute located at 4270B Health Sciences Learning Center, 750 Highland Avenue, Madison, WI 53705-2221.

### ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The Global Health Institute will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program.

## REQUIREMENTS

- Must have a minimum GPA of 3.000
- This certificate requires a total of 9 credits

### CORE COURSES

Code	Title	Credits
POP HLTH 640	Foundations in Global Health Practice	1
POP HLTH 718	Principles of Global Health Care Systems	2

POP HLTH 904	Special Topics in Epidemiology (Global Health Epidemiology)	2-3
<b>Total Credits</b>		<b>5</b>

### FIELD EXPERIENCE

Select one course from the following list:

Code	Title	Credits
POP HLTH 645	Global Health Field Course	1-6
POP HLTH 788	The Public Health Field Experience	1-6
NURSING 699	Directed Study in Nursing	1-4
PHM SCI 699	Advanced Independent Study	3
COMP BIO 699	Directed Study	1-5
MED SC-V 699	Directed Study	1-5
MEDICINE 699	Independent Study	9

### ELECTIVE COURSE

Select one course from the following list:

Code	Title	Credits
POP HLTH/HIST SCI/ MED HIST 553	International Health and Global Society	3
POP HLTH/ ENVIR ST 560	Health Impact Assessment of Global Environmental Change	3
POP HLTH/ NUTR SCI 621	Introduction to Nutritional Epidemiology	1
POP HLTH 644	Interdisciplinary Perspectives on Global Health and Disease (Latin America)	1
POP HLTH 644	Interdisciplinary Perspectives on Global Health and Disease (South Asia)	1
POP HLTH 644	Interdisciplinary Perspectives on Global Health and Disease (Africa)	1
POP HLTH 644	Interdisciplinary Perspectives on Global Health and Disease (Southeast Asia)	1
POP HLTH 650	Special Topics (Public Health Preparedness)	1-6
POP HLTH 786	Social and Behavioral Sciences for Public Health	3
POP HLTH/SOC 797	Introduction to Epidemiology	3
POP HLTH 795	Principles of Population Health Sciences	1-3
POP HLTH 904	Special Topics in Epidemiology (Infectious Diseases)	1-3
POP HLTH 904	Special Topics in Epidemiology (Global Health Epidemiology)	1-3
POP HLTH 915	International Health Systems and Policy	2
PATH-BIO/PATH 210	HIV: Sex, Society and Science	3
A A E/AGRONOMY/ INTER-AG/ NUTR SCI 350	World Hunger and Malnutrition	3
ENVIR ST/C&E SOC/ GEOG 434	People, Wildlife and Landscapes	3

ENVIR ST/ POP HLTH 471	Introduction to Environmental Health	3
ENVIR ST/ POP HLTH 502	Air Pollution and Human Health	3
ED POL 600	Problems in Educational Policy (The University & State: 1848-1998)	1-3
ED POL 600	Problems in Educational Policy (Gender, Education, and the State)	1-3
ED POL/CURRIC 677	Education, Health and Sexuality: Global Perspective and Policies	3
ANTHRO 365	Medical Anthropology	3
ANTHRO 919	Anthropology and International Health	2
ANTHRO/AFRICAN/ ECON/GEOG/ HISTORY/ POLI SCI 983	Interdepartmental Seminar-African Studies	3
INTL ST 603	Topics in Culture in the Age of Globalization	1-4
M M & I/ENTOM/ PATH-BIO/ ZOOLOGY 350	Parasitology	3
M M & I 554	Emerging Infectious Diseases and Bioterrorism	2
M M & I/ POP HLTH 603	Clinical and Public Health Microbiology	5
M M & I 677	Advanced Topics in Medical Microbiology	1-3
M M & I 704	Infectious Diseases of Human Beings	3
MED HIST/ PHILOS 558	Ethical Issues in Health Care	3
MED HIST 559	Topics in Ethics and History of Medicine	3
MED HIST/ AGRONOMY/ C&E SOC/ PHILOS 565	The Ethics of Modern Biotechnology	3-4
MED HIST/ HIST SCI 668	Topics in History of Medicine	3
SOC WORK 659	International Aspects of Social Work	2-3
SOC/ECON 663	Population and Society	3
NURSING 702	Health Promotion and Disease Prevention in Diverse Communities	3
AGRONOMY/ ENTOM/F&W ECOL/ M&ENVTOX 634	Ecotoxicology: Impacts on Populations, Communities and Ecosystems	1
PUB AFFR/ ENVIR ST/ POLI SCI 866	Global Environmental Governance	3
SURG SCI/ F&W ECOL 548	Diseases of Wildlife	3
FAM MED 712	Health Care in Diverse Communities	1
GEN&WS 533	Special Topics in Women and Health	3

PHM PRAC 490	Selected Topics in Pharmacy Practice	1-4
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## LEARNING OUTCOMES

Students will learn to

- Analyze health system infrastructures at local and national levels
- Create a health status profile for a defined population
- Develop a letter of inquiry seeking funding for a global health project
- Plan, conduct, and evaluate a global health experience

## INFANT, EARLY CHILDHOOD AND FAMILY MENTAL HEALTH, CAPSTONE CERTIFICATE

The Capstone Certificate in Infant, Early Childhood, and Family Mental Health from UW–Madison (<http://infantmentalhealth.psychiatry.wisc.edu>) is an intensive, interdisciplinary, one or two year academic program for practicing professionals who work with families in the prenatal and postpartum periods and with children ages birth through five years. Following a cohort model, enrolled participants will be provided with two or three days of class instruction each month as well as small group and individualized opportunities to reflect upon and integrate program content into their professional work experiences. These experiences will contribute to an increased knowledge base and skills in providing appropriate screening, assessment, diagnostic and therapeutic intervention services to support the mental health of infants, young children and their families.

This program is designed for:

- Licensed mental health and health care professionals\* in clinical, counseling or school psychology, social work, marriage and family therapy, nursing, psychiatry, pediatrics or family medicine.
- Professionals from the fields of early childhood education, child development, family studies, occupational therapy, physical therapy, social work, or speech and language therapy. This includes those who provide direct services to young children and their families in Home Visiting, Birth to 3, Early Childhood Special Education, Early Head Start, Head Start, Childcare, and Child Protective Services programs who have a minimum of a bachelor's degree.

In addition to the certificate, students also acquire the knowledge and competencies to pursue Endorsement as an Infant Family Specialist, Infant Mental Health Specialist, or Infant Mental Health Mentor through the Wisconsin Alliance for Infant Mental Health (WI-AIMH) (<http://wiaimh.org>).

Courses for the capstone certificate program meet three days a month ([http://infantfamilymentalhealth.psychiatry.wisc.edu/?page\\_id=14/#typicalmonthlyschedule](http://infantfamilymentalhealth.psychiatry.wisc.edu/?page_id=14/#typicalmonthlyschedule)) during the academic year. All monthly sessions will be held face-to-face in Madison.

## HOW TO GET IN

### ADMISSION



All applicants must have a bachelor's degree from an accredited college or university or its equivalent and a minimum grade point average of 3.00 on a 4.00 scale. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials. All application materials must be received by the deadline posted on the program website.

## APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Infant, Early Childhood and Family Mental Health. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. The certificate program application posted on the certificate program's application page ([http://infantfamilymentalhealth.psychiatry.wisc.edu/?page\\_id=40](http://infantfamilymentalhealth.psychiatry.wisc.edu/?page_id=40)) and additional materials to include:
  - an application packet which includes a current résumé or curriculum vitae
  - for licensed professionals, copies of your current licenses and/or credentials
  - two letters of reference:
    - One letter should be from a supervisor who is acquainted with applicant's applied experiences
    - Both letters should speak to professional qualifications of the applicant
  - transcripts for all college/university programs (undergraduate and graduate)

Send completed application and supporting materials for review by email or mail to:

Email:

Lynn Sankey, program coordinator, [lsankey@wisc.edu](mailto:lsankey@wisc.edu)  
*Subject:* UW Infant, Early Childhood and Family Mental Health Capstone Certificate Program Application

Mail:

UW Infant, Early Childhood and Family Mental Health Capstone Certificate Program  
 WisPIC/Department of Psychiatry  
 6001 Research Park Boulevard  
 Madison, WI 53719

Fax: 608-263-0625—*Attention:* UW Infant, Early Childhood and Family Mental Health Capstone Certificate Program

## ADMISSION NOTIFICATION

Those who complete the application process and meet the capstone certificate program requirements will be offered an interview with the faculty program director or co-director. This will ensure that applicants have the appropriate background, prerequisites and that this capstone certificate program is a good fit for the applicant. This includes discussing applicant's access to work with young children ages birth to 5

years and their families in order to complete assignments and participate in case-based discussions.

## ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The Infant, Early Childhood and Family Mental Health Capstone Certificate Program will send an email to admitted students with specific information pertaining to enrollment in the courses and completion of the capstone program.

## REQUIREMENTS

- Must have a minimum GPA of 2.000

Code	Title	Credits
<b>Concepts, Assessment, Interventions, Practice, and Policy</b>		
PSYCHIAT 712	Foundations in Infant, Early Childhood and Family Mental Health: Dev, Screening, Assessment and Diag	3
PSYCHIAT 715	Therapeutic Interventions, Practices and Policy in Infant, Early Childhood and Family Mental Health	3
<b>Seminar on Reflective Practices and Mindfulness</b>		
PSYCHIAT 713	Seminar in Reflective Practices and Mindfulness in Infant, Early Childhood & Family Mental Health I	2
PSYCHIAT 716	Seminar in Reflective Practices and Mindfulness in Infant, Early Childhood and Fam Mental Health II	2
Total Credits		10

Code	Title	Credits
<b>Optional Courses for licensed mental health professionals</b>		
PSYCHIAT 714	Consultation in Infant, Early Childhood and Family Mental Health: Advanced Clinical Practice I	1
PSYCHIAT 717	Consultation in Infant, Early Childhood and Family Mental Health: Advanced Clinical Practice II	1

## LEARNING OUTCOMES

Those who complete this Capstone Certificate Program will have gained knowledge and competencies to assist them in pursuing endorsement as an Infant Family Specialist, Infant Mental Health Specialist or Infant Mental Health Mentor through the Wisconsin Infant Mental Health Endorsement, Wisconsin Alliance for Infant Mental Health (WI-AIMH).

Students will learn to

- Apply concepts of parent, infant, and early childhood mental health informed by developmental, neuroscience, and attachment research

to support the social and emotional development and well-being of young children in the context of their family or caregiver relationships

- With a focus on parent-child early relationships, provide appropriate screening, assessment, diagnostic, and referral services for infants, young children, and families
- Provide therapeutic interventions and mental health consultation to families and professionals to reduce the impact of early-life trauma, loss, and disturbances before they become more serious disorders
- Use reflective practice and mindfulness strategies to support you and those you support in your work

- b. For applicants able to demonstrate an ability to handle advanced coursework by completing graduate-level courses (transcript required) with a grade of B or higher, and/or
- c. For applicants able to demonstrate substantial prior professional experience in the international field.

Students enroll in the summer terms. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the Department of Political Science makes the final admission decision upon review of all applicant materials.

## APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: International Politics & Practice. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. Submit to the capstone certificate program coordinator at the address below:
  - Official transcript(s) from all institutions attended.
  - A personal statement of approximately 500 words indicating your intellectual and practical interest in international affairs. How might you utilize an enhanced knowledge of international relations? The statement should also include a brief description of any life experiences in the international arena, including the dates, duration, and locations involved. What specific personal experiences best demonstrate your involvement in international affairs? What insights did you acquire from your experiences?
  - Note: The term “international affairs” is broadly understood to encompass diplomatic, military, business, administrative, non-government organizations, education (teaching), and similar experiences.
  - Indicate your ability in languages other than English, including an assessment of your level of competency in each language.
  - A résumé or curriculum vitae highlighting relevant education and experience.

Submit all information to:

Eunsook Jung, Program Coordinator  
 Department of Political Science  
 University of Wisconsin–Madison  
 305 North Hall  
 1050 Bascom Mall  
 Madison, WI 53706  
[esjung@wisc.edu](mailto:esjung@wisc.edu)

## ENROLLMENT

Admitted students receive a formal letter of admission to UW-Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The Department of Political Science, International Politics and Practice Capstone Certificate coordinator will send an email to admitted students

## INTERNATIONAL POLITICS AND PRACTICE, CAPSTONE CERTIFICATE

The Department of Political Science designed the International Politics and Practice Capstone Certificate ([https://ippcc.polisci.wisc.edu/?\\_ga=1.56129003.1391686154.1484336426](https://ippcc.polisci.wisc.edu/?_ga=1.56129003.1391686154.1484336426)) (IPPCC) to educate learners who lead and serve professionally in the international arena. The program appeals especially to experienced, mid-career professionals in the fields of education, business, government, military, and non-governmental organizations. The IPPCC curriculum is entirely online and completed during the summer terms only.

The IPPCC curriculum builds advanced mastery in the core competencies of international relations: foreign policy, international political economy, international law and organizations, and international security. In each course, students take part in discussions with UW–Madison’s international relations faculty and participate in assignments designed to hone their analytical skills.

Key strengths of the capstone program are its moderate time demands and relatively short time to completion. The IPPCC is a five-course, 13-credit hour program, delivered entirely online each summer term. The sequence can be completed in two to three summers.

Further detail, including tuition and costs, is available at the IPPCC website ([https://ippcc.polisci.wisc.edu/?\\_ga=1.56129003.1391686154.1484336426](https://ippcc.polisci.wisc.edu/?_ga=1.56129003.1391686154.1484336426)) or by contacting the program coordinator:

IPPCC Program Coordinator, Department of Political Science  
 University of Wisconsin–Madison  
 305 North Hall  
 1050 Bascom Mall  
 Madison, WI 53706  
[esjung@wisc.edu](mailto:esjung@wisc.edu)

## HOW TO GET IN

### ADMISSION

Applicant requirements:

- Bachelor’s degree. A baccalaureate degree from an accredited college or university.
- Undergraduate GPA of 3.0 or greater. This requirement may be waived under the following conditions:
  - a. For applicants holding a master’s degree (original transcript required) or graduate certificate credential from an accredited college or university, or

with specific information pertaining to enrollment in courses and completion of the capstone program.

## REQUIREMENTS

- Must have a minimum GPA of 3.000

Code	Title	Credits
<b>International Politics and Practice Courses</b>		
POLI SCI 700	Introduction to International Politics	1
POLI SCI 701	American Foreign Policy	3
POLI SCI 702	International Political Economy	3
POLI SCI 703	International Organizations and Law	3
POLI SCI 704	International Security	3
Total Credits		13

## LEARNING OUTCOMES

Student will

- Acquire foundational knowledge of domestic and international policies that affect both national economic policymaking and developments in the world economy
- Identify the role of international financial institutions, trade and development, financial crisis, and the relationship between globalization and inequality
- Recognize and distinguish patterns of global governance and their impact over time
- Develop an understanding of the relationship between national and international security
- Apply important connections to real-world experiences

## LEADERSHIP FOR POPULATION HEALTH IMPROVEMENT, CAPSTONE CERTIFICATE

The Certificate in Leadership for Population Health Improvement ([https://mph.wisc.edu/leadershipcertificate?\\_ga=1.165698686.1391686154.1484336426](https://mph.wisc.edu/leadershipcertificate?_ga=1.165698686.1391686154.1484336426)) from UW–Madison's Department of Population Health Sciences (<https://mph.wisc.edu/leadershipcertificate>) engages participants to build upon their professional training and experience by providing new knowledge, skills, and cutting-edge strategies for population health improvement. Upon completion of this certificate program, participants will be prepared to identify opportunities for policy and system change and exercise stronger leadership skills, including planning, communication, collaboration, and negotiation.

The capstone certificate in leadership for population health improvement is designed for students who are interested in strengthening their capacity to contribute to population health improvement. The program is online and consists of four 3-credit courses. It is designed to be taken over a one-year period (summer-fall-spring), but can be extended to two years or more. The certificate is well-suited for participants with academic backgrounds in medicine, nursing, law, allied health, social work, pharmacy, business, public affairs and health systems

engineering, specifically exposing leaders in other sectors to public health. Returning post-master's and post-doctoral students seeking professional development to complement their existing degrees may also consider this certificate. The certificate program is also an ideal introduction to population health during a "gap" year.

Further details, including tuition and costs, is provided on the certificate program website ([https://mph.wisc.edu/leadershipcertificate?\\_ga=1.165698686.1391686154.1484336426](https://mph.wisc.edu/leadershipcertificate?_ga=1.165698686.1391686154.1484336426)).

## HOW TO GET IN

### ADMISSION

Applicant requirements:

- Hold a baccalaureate degree (B.A. or B.S.) from a regionally accredited U.S. institution or equivalent.
- Provide evidence of strong academic performance comparable to a "B" grade point average or above in undergraduate or graduate course work.
- Some professional experience is preferred but not required.

Applications are accepted on a rolling basis. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

### APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Leadership for Population Health Improvement. This application is received and processed by ACSSS with final decision held for approval from the specific Capstone Certificate coordinator.
2. Submit the following materials to the MPH Program in the Department of Population Health Sciences ([mph@mailplus.wisc.edu](mailto:mph@mailplus.wisc.edu)) (email ([mph@mailplus.wisc.edu](mailto:mph@mailplus.wisc.edu))):

- Resume' or CV
- Official transcripts
- A personal statement that provides information about how the certificate will enhance the student's professional capacity and activities

For application or program information, contact:

Barbara Duerst ([barbara.duerst@wisc.edu](mailto:barbara.duerst@wisc.edu))  
 (barbara.duerst@wisc.edu)barbara.duerst@wisc.edu  
 Director of Public Health Education and Training,  
 Department of Population Health Sciences  
 Phone 608-263-4215

### ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS

enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The Department of Population Health Sciences will send an email to admitted students with specific information pertaining to enrollment in and completion of the capstone program.

## REQUIREMENTS

- Must have a minimum GPA of 2.000

Code	Title	Credits
<b>Core Requirement</b>		
POP HLTH 780	Public Health: Principles and Practice	3
POP HLTH 785	Health Systems, Management, and Policy	3
POP HLTH 879	Politics of Health Policy	2-3
POP HLTH 714	Leadership for Population Health Improvement	3
Total Credits		11-12

## LEARNING OUTCOMES

Students will

- Identify opportunities to make effective policy and system changes
- Show strong leadership, communication, collaboration, and negotiation skills
- Apply concepts to improve the health of human populations

## NURSE EDUCATOR, CAPSTONE CERTIFICATE

The Nurse Educator Capstone Certificate Program (<https://nursing.wisc.edu/certificates/nurse-educator>) is for working, master's-prepared nurses who are currently teaching and would like to improve their skills, or for those who'd like to begin their teaching careers. The University of Wisconsin–Madison School of Nursing is internationally recognized for its evidence-based nursing education. Rather than simply offering a track within the curriculum, it trains nurse educators with a highly respected certificate program that you can complete in 3 semesters.

Designed for working professionals, the 9-credit Nurse Educator Capstone Certificate Program is offered online. There are also periodic face-to-face sessions on the UW–Madison campus and a teaching practicum that students can arrange close to home. Some complete the certificate within a calendar year, while others take two years or more, depending on their needs.

Students who complete the certificate are eligible to sit for the National League for Nursing (NLN) Certified Nurse Educator Examination. NLN recognizes the nurse educator role as a specialty area of practice.

Further detail, including tuition and costs, is available on the program website. (<https://nursing.wisc.edu/certificates/nurse-educator>)

UW–Madison School of Nursing

Signe Skott Cooper Hall  
701 Highland Avenue  
Madison, WI 53705  
Phone: 608-263-5200

## HOW TO GET IN

### ADMISSIONS

Applicant minimal requirements:

- Master's degree from an accredited nursing program or currently enrolled in a DNP or Ph.D. in nursing program
- RN license
- MS GPA of 3.0

Students are admitted to begin in the spring term only, with an application deadline of November 1 and admission notification in December. A holistic review of all application materials occurs. Regardless of experience level, ideal candidates possess a desire to expand their knowledge and understanding of the science of nursing education. The program seeks candidates who are committed to providing evidence-based nursing education and who understand the demands of the program. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the School of Nursing makes the final admission decision upon review of all applicant materials.

### APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Nurse Educator. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. Submit required materials to the School of Nursing at the address below. To include in one envelope:
  - Application Form (<https://nursing.wisc.edu/wp-content/uploads/2017/02/necp-application-form.pdf>) (download from the Nurse Educator certificate website)
  - Nurse Educator Transcript Instruction Shee (<https://nursing.wisc.edu/wp-content/uploads/2017/02/transcript-instructions-necp.pdf>) (download from the program page (<https://nursing.wisc.edu/certificates/nurse-educator>))
  - Postgraduate Education Statement (1,000 words or less)
  - Curriculum vitae or resume
  - Photocopy of nursing license from your current state of residence

In addition, three letters of recommendation sent directly to the address below.

Submit All Materials To:

NECP Coordinator/Graduate Admissions  
UW–Madison School of Nursing  
Suite 1100 Cooper Hall  
701 Highland Avenue  
Madison WI 53705

Applicants will receive admissions decision in December.

## ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information.

The School of Nursing will send an email to admitted students with specific information pertaining to enrollment in courses for spring and completion of the capstone program.

Students work two full days per week in clinical practice. Faculty will actively seek to secure a clinical placement that provides a balance of skills and breadth of professional experience across the full lifespan of patients, while doing their best to accommodate the student's family and professional responsibilities.

The Post-Graduate Psychiatric Nursing Capstone Certificate will be completed in just 16 months.

Further detail, including current tuition and costs, is available at the program's website (<https://nursing.wisc.edu/certificates/psych-nursing>) or by contacting the School of Nursing.

UW–Madison School of Nursing  
Signe Skott Cooper Hall  
701 Highland Avenue  
Madison, WI 53705  
Phone: 608-263-5200

## REQUIREMENTS

- Must have a minimum GPA of 2.000
- Certificate requires 9 credits

Code	Title	Credits
<b>Required Courses</b>		
NURSING 785	Foundations of Curriculum Development and Evaluation in Nursing Education	3
NURSING 786	Foundations of Teaching and Learning in Nursing	3
NURSING 787	Nursing Education Practicum	3
Total Credits		9

## HOW TO GET IN

### Applicant requirements

- Bachelor's degree from an accredited nursing program
- Master's degree from an accredited nursing program
- RN license
- Certification as an advanced practice nurse or eligible to apply for certification as an advanced practice nurse
- Completion of prerequisite courses in advanced assessment across the lifespan, pathophysiology, and pharmacotherapeutics prior to starting the certificat

The School of Nursing conducts a holistic review of all application materials. Regardless of experience level, ideal candidates possess a desire to improve their ability to deliver complex care and expand their knowledge and understanding of the specialty. The program seeks candidates who are committed to providing care to underserved populations in need of services. Since the program requires a significant time expenditure for clinical training and coursework, candidates must understand these demands and indicate they are prepared to make time in their schedules accordingly.

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the School of Nursing which offers the capstone certificate program makes the final admission decision upon review of all applicant materials.

## APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Post Graduate Psychiatric Nursing. This application is received and processed by ACSSS with final decision held for approval from the specific Capstone Certificate coordinator. Seek three (3) letters of recommendation
2. An application and required materials to the School of Nursing at the address below:
  - Application Checklist (<https://nursing.wisc.edu/wp-content/uploads/2017/02/application-checklist-psych-nursing.pdf>)

## LEARNING OUTCOMES

Student will learn to

- Write and assess curriculum
- Learn to teach in the classroom, the lab, and in clinical and simulation settings

Students who complete the certificate are eligible to sit for the National League for Nursing (NLN) Certified Nurse Educator Examination. NLN recognizes the nurse educator role as a specialty area of practice.

## POST-GRADUATE PSYCHIATRIC NURSING, CAPSTONE CERTIFICATE

The UW–Madison School of Nursing offers this online/hybrid Post-Graduate Psychiatric Nursing (<https://nursing.wisc.edu/certificates/psych-nursing>) Capstone Certificate. It provides the opportunity for nurses who already hold a masters or doctoral degree to gain skills and knowledge to be an expert mental health practitioner.

The certificate program requires a minimum of 18 credits. It begins in summer and takes a year and a half to complete. Students spend the first summer taking a three credit psychopharmacology course. During the fall/spring/fall semesters, students take one foundation course and one application course, which brings together classroom and online learning with clinical experiences. Students spend a full day on campus every other week for class meetings and spend two to three days per week in clinical placements. This blended approach provides access to courses even for those who live outside of Madison, with readings and discussions online.

(download at program website (<https://nursing.wisc.edu/certificates/psych-nursing>))

- Psychiatric Nursing Transcript Instruction Sheet (<https://nursing.wisc.edu/wp-content/uploads/2017/02/transcript-instructions-psych-nursing.pdf>) (download at program website (<https://nursing.wisc.edu/certificates/psych-nursing>))
- Official transcripts
- Postgraduate Education Statement
- Curriculum vitae or resume
- Photocopy of nursing license from your current state of residence
- Photocopy of advanced practice certification (if you are an APN)

### Submit All Materials to:

PMHC Coordinator/Graduate Admissions  
UW–Madison School of Nursing  
Suite 1100 Cooper Hall  
701 Highland Avenue  
Madison WI 53705

### ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The Psychiatric Nursing Certificate Program will send an email to admitted students with specific information pertaining to enrollment in and completion of the capstone program.

## REQUIREMENTS

- Must have a minimum GPA of 3.000

Code	Title	Credits
<b>Foundation Courses</b>		
NURSING 726	Foundations for APN Clinical Practice I	3
NURSING 727	Foundations for APN Clinical Practice II	3
NURSING 826	Foundations for APN Clinical Practice III	3
<b>Psychopharmacology Seminar</b>		
NURSING 657	Clinical Psychopharmacology	3
<b>Clinical Practicum Experience</b>		
Select 6 credits from the following:		6
NURSING 728	Advanced Practice Clinical Application and Role Development I	
NURSING 729	Advanced Practice Clinical Application and Role Development II	
NURSING 828	Clinical Leadership III	
Total Credits		18

## LEARNING OUTCOMES

Students learn to

- Apply concepts of psychopharmacology to assess, monitor, evaluate, and educate patients across their lifespan
- Make clinical decisions that connect concepts of health promotion, illness prevention, and common health conditions, with a population focus; includes complex and chronic health conditions and coordination of complex care across systems and settings
- Apply advanced mental health assessment skills
- Collaborate with faculty and a clinical preceptor to build clinical leadership skills

## POWER CONVERSION AND CONTROL, CAPSTONE CERTIFICATE

The Power Conversion and Control Capstone Certificate ([https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?\\_ga=1.169457889.1391686154.1484336426/#/courseanddegreeplan](https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?_ga=1.169457889.1391686154.1484336426/#/courseanddegreeplan)) addresses the learning goals of practicing engineers by providing further study with senior, highly respected faculty in the UW–Madison College of Engineering. It provides engineers with an opportunity for gaining more specialized expertise, including more technical knowledge of power electronics, drives, and controls. The certificate also provides a “stepping stone” for students wishing to apply for admission the university’s online Master of Science: Electrical Engineering (Power Engineering) or Master of Science: Mechanical Engineering (Controls) degree programs.

The certificate was developed in response to needs identified by more than 80 corporate sponsors of the renowned Wisconsin Electric Machines and Power Electronics Consortium (WEMPEC) (<http://www.wempec.wisc.edu>).

The format of the Power Conversion and Controls Capstone Certificate is completely online to accommodate working professionals. The 9-credit capstone certificate was designed for completion in three consecutive terms of 3 credits per term. Or, students may complete it in two terms by taking two courses in a semester. (Basic courses in electro-mechanical energy conversion E C E 355 Electromechanical Energy Conversion) and electronic switching circuits or demonstrated knowledge in these areas are recommended as prerequisites.)

Further details, including current tuition and costs, is provided on the program’s website ([https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?\\_ga=1.169457889.1391686154.1484336426/#/courseanddegreeplan](https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?_ga=1.169457889.1391686154.1484336426/#/courseanddegreeplan)) or by contacting the department:

### DEPARTMENT OF ENGINEERING PROFESSIONAL DEVELOPMENT

432 North Lake Street  
Madison, WI 53706  
800-462-9876

## HOW TO GET IN

### APPLICANT REQUIREMENTS

*Exceptions to standard admission requirements are considered by the admissions committee on an individual basis.*

- **A B.S. degree** from a program accredited by the Accreditation Board for Engineering and Technology (ABET) or the equivalent.\*
- **A minimum undergraduate grade-point average (GPA) of 3.00** on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00. Applicants from an international institution must have a strong academic performance comparable to a 3.00 for an undergraduate or master's degree. All GPAs are based on a 4.00 scale.
- **Applicants whose native language is not English** must provide scores from the Test of English as a Foreign Language (TOEFL). The minimum acceptable score on the TOEFL is 580 on the written version, 243 on the computer version, or 92 on the Internet version.

\*Equivalency to an ABET accredited program: Applicants who do not have bachelor's degree from an ABET accredited program may also qualify for admission to the program. Such applicants must have a B.S. in science, technology, or a related field with sufficient coursework and professional experience to demonstrate proficiency in engineering practice. Registration as a professional engineer by examination, if achieved, should be documented to support your application.

## ADMISSION

**Applications are accepted for admission for all three terms (fall, spring, and summer) - but have admission deadlines that must be met.** The admissions process has been designed to conduct a holistic review of likely success in the program. Decisions are based on academic and professional background. **See the program's website for current dates and information regarding selection of students.** ([https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?\\_ga=1.90871258.1391686154.1484336426/#!/admission](https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?_ga=1.90871258.1391686154.1484336426/#!/admission))

Note: Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the Capstone Certificate program makes the final admission decision upon review of all applicant materials.

## APPLICATION STEPS

1. Email the Chair of the Admissions Committee ([daryl.haessig@wisc.edu](mailto:daryl.haessig@wisc.edu)) in the department to state an intent to apply to the power conversation program. Indicate if you intend to apply to a degree program upon successful completion of the capstone certificate. Attach a current resume or CV to the Intent to Apply email. Current chair: [daryl.haessig@wisc.edu](mailto:daryl.haessig@wisc.edu)

Your resume/CV should include at least:

- Educational history (including GPA, awards and honors received).
- Professional work experience (including specific details on your engineering experience, technical training, and responsibilities).
- Listing of professional association memberships, advanced training (such as a PE license) and other noteworthy, engineering-related details.

2. Submit an online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Power Conversion and Control. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.

3. Following steps outlined by the program ([https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?\\_ga=1.90871258.1391686154.1484336426/#!/apply](https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?_ga=1.90871258.1391686154.1484336426/#!/apply)), request transcripts of all previous college work and two letters of recommendations are sent to the department as follows:

College of Engineering Online Admissions Office  
Attention: Daryl Haessig  
432 North Lake Street, Room 8715  
Madison, WI 53706

For pdf's, use the following email address: [daryl.haessig@wisc.edu](mailto:daryl.haessig@wisc.edu)

For the two (2) letters of recommendation, use the Download Recommendation Form. The recommenders should send the statement directly to the program coordinator. At least one letter should be from your current or previous direct supervisor. Academic references are acceptable for applicants who have been out of school less than five years.

4. Complete a phone interview.

The admissions committee chair will schedule a phone interview with candidates after all application materials are received. Once completed, the application will be presented to the Admissions Committee for evaluation at the next scheduled meeting.

5. Notification of admissions decision

Admission decisions are made on applications in the order received.

The committee will make one of the following decisions:

- Recommend admission
- Defer consideration until the regular consideration review meeting.
- Request additional information before evaluating further.
- Decline further consideration of your application.

## ENROLLMENT

After a decision has been made, the admissions committee chair contacts applicants by email to inform of the decision and to schedule a time to discuss the decision and next steps.

Admitted students receive a formal letter of admission to UW-Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

## REQUIREMENTS

- Must have a minimum GPA of 2.000

Code	Title	Credits
<b>Prerequisite Course</b>		
E C E 355	Electromechanical Energy Conversion	3

Code	Title	Credits
<b>Required Courses</b>		

E C E 411	Introduction to Electric Drive Systems	3
E C E 412	Power Electronic Circuits	3
M E 446	Automatic Controls	3
Total Credits		9

## LEARNING OUTCOMES

Students will

- Apply concepts of the latest innovations in power electronics, electric machines, electric drives, and automatic controls
- Articulate the key performance objectives of a controlled electric drive system
- Analyze the performance metrics of an electric machine-driven or power-driven system
- Complete the preliminary designs of automatic controlled systems using power electronic circuits

## USER EXPERIENCE DESIGN, CAPSTONE CERTIFICATE

User experience design is the process of making information systems more people-friendly. The University of Wisconsin–Madison User Experience Design Capstone Certificate, (<http://hci.wisc.edu/madux>) or “Mad UX,” teaches what is needed to know to develop as a UX professional. Mad UX combines expertise from two highly ranked UW–Madison academic departments: the Department of Computer Sciences and its HCI Lab and the UW–Madison iSchool.

The Mad UX certificate will accommodate both existing computing professionals whose expanding job responsibilities require a deeper understanding of user experience design, and people new to the technology workforce seeking introductory skills in user experience design.

The courses are completely online and taught by experienced and engaged instructors from UW–Madison’s computer sciences and iSchool programs, combining knowledge and networks from both the computing and information fields. Students are part of a cohort of learners who complete project-based activities and learn to work effectively as part of a virtual team. Students must successfully complete each course in succession to earn your certificate. The certificate takes one calendar year (fall, spring, summer) to complete the 10 credits.

Further detail, including tuition and costs, is available on the program’s website (<http://hci.wisc.edu/madux>).

## HOW TO GET IN

### ADMISSIONS

All applicants must:

- Have completed a bachelor’s degree (any subject area is relevant)
- Have a minimum undergraduate grade point average (GPA) of 3.00 on a 4.00 scale in the last 60 credits of that degree; Graduate Record Examination (GRE) scores are not required

- Not be enrolled in another University of Wisconsin undergraduate or graduate program while completing our UX certificate program
- Non-native English speakers submit a Test of English as a Foreign Language (TOEFL) score of 92 (Internet version) or better
- No prior computer programming experience required, however general experience with web, mobile, and other interactive technologies is useful and prior experience with Web content management systems or HTML/CSS is helpful.

Applications are accepted for only the fall term, with a deadline of May 1. (Applications received after these dates may be considered if space allows.) Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials. The contact for capstone certificate questions via email: [userexperience@slis.wisc.edu](mailto:userexperience@slis.wisc.edu).

## APPLICATION STEPS

A complete application includes the following:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: User Experience Design. This application is received and processed by ACSSS with the final admissions decision held for approval from the specific capstone certificate coordinator.
- In the application’s academic plan statement field, provide your statement of interest, answering the question: Why are you interested in Mad UX and what do you aim to get out of the program?
2. Have your official transcripts of previous college work sent to:

UX Certificate Program  
4217 HC White Hall  
600 North Park Street  
Madison, WI 53706  
c/o Certificate Coordinator Ms. Jenny Greiber

Further detail is provided at the UX Certificate Program Admissions page (<http://hci.wisc.edu/madux/admissions>).

## ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The UX certificate program coordinator will send an email to admitted students with specific information pertaining to enrollment in and completion of the capstone program.

## REQUIREMENTS

Code	Title	Credits
<b>User Experience Design Core</b>		
L I S/COMP SCI 611	User Experience Design 1	3
L I S/COMP SCI 612	User Experience Design 2	3
L I S/COMP SCI 613	User Experience Design 3	3



**User Experience Design Capstone**

L I S/COMP SCI 614 User Experience Design Capstone	1
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Total Credits	10
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**LEARNING OUTCOMES**

Students earning the MadUX certificate, will:

- learn theories, techniques and tools of digital design
- practice assessing user satisfaction with digital media
- practice different prototyping techniques
- collect and analyze data about users, user needs and use environments
- work to improve the usability, accessibility, and pleasure with which people interact with digital spaces over periods of time.

# GUEST AUDITOR

If you do not have interest in or need to earn college credit, but want to attend a university class on campus, guest auditing may be for you. The opportunity is only for lecture courses with the instructor's approval and if space is available. Established by Wisconsin law and Board of Regents policy, the tuition is reduced or waived depending on the type of guest auditor. There are two types:

1. Senior Guest Auditors are Wisconsin residents age 60 and older. Tuition is waived. (UGSR is the designation on the admissions application and course roster.)
2. A Guest Auditor is any student who is not currently enrolled in a degree program or does not plan to pursue a degree. Tuition for Guest auditors ([http://registrar.wisc.edu/tuition\\_&\\_fees.htm](http://registrar.wisc.edu/tuition_&_fees.htm)) is set at approximately 30% of the University Special/Undergraduate student tuition rate (and approximately 50% for non-Wisconsin residents). (UGST is the designation on the admissions application and course roster.)
  - Disabled persons receiving SSI and SSDI may qualify for a tuition waiver under UW Board of Regents policy. At the time of admission, a Social Security Benefit letter and a Social Security release of information form must be provided to ACSSS. See more detail at How to Get In (p. 34).

Guest auditors have access to campus libraries and computer labs, but do not pay segregated fees so do not have access to the free Metro bus pass, University Health Services, or recreational facilities. It is possible to pay a Recreational Membership Fee (<http://recsports.wisc.edu/membership-details.htm#guest-audit-student>) to use campus recreational facilities.

## COURSE SELECTION

Auditing is defined as sitting in on a lecture course and not actively participating. Auditors may not recite, perform, or take examinations, although regular attendance is expected. Courses that by their nature require active participation or performance are **not** available on a Guest Auditor basis, but may be taken as a University Special in a credit-earning classification (<http://continuingstudies.wisc.edu/advising/univspec.htm>).

Classes typically **not** available to audit are:

- physical education activity classes
- conversational languages
- studio and performing arts
- writing, math, computer, and lab courses
- Independent Study, Directed Study, and other courses ending from -90 to -99
- seminar, research, and colloquium courses
- online courses

## GRADING FOR AUDITORS

Audited courses are listed on a student's official UW-Madison transcript with "AU" in place of number of credits and either "S" (satisfactory) or "NR" (no report) listed for the "grade." Prior to enrolling, Guest auditors discuss with the instructor the standard for earning an "S" in the particular course.

## HOW TO GET IN

How to Get in

There are two steps to become a student: (1) university admission and (2) course enrollment.

## ADMISSION SENIOR GUEST AUDITOR

If you are a Wisconsin resident, 60 years or older, and wish to qualify for tuition-free status, apply using the University Special student online application (<http://continuingstudies.wisc.edu/advising/audit60.htm>) at least three weeks before the start of the term. UGSR is the designation on the admissions application and course roster.

An email confirmation email is sent from the Adult Career and Special Student Services with additional information. The process requires verification of Wisconsin Resident status (<http://registrar.wisc.edu/residence.htm>) and age. If ACSSS or the Residency Office needs further information to determine if these requirements are met, an email is sent to the applicant.

Returning auditors who have did not enroll in the most recent fall or spring term, the reentry application process (<http://continuingstudies.wisc.edu/cmsdocuments/reentry%20application%20process%20for%20ugsr.pdf>) provided in the MyUW/Student Center may be used.

Upon admission, a letter is mailed with additional information and enrollment instructions.

## GUEST AUDITOR

At least three weeks before the start of the term, apply using the University Special student online application (<http://continuingstudies.wisc.edu/advising/guests.htm>). UGST is the designation on the admissions application and course roster.

An email confirmation is sent from Adult Career and Special Student Services with additional information. Upon admission, a letter is mailed with enrollment instructions.

**Disabled persons receiving SSI and SSDI:** Wisconsin residents receiving SSI or SSDI and intending to enroll as a Guest Auditor may qualify for a tuition waiver under UW Board of Regents policy. To do so, a Social Security Benefit letter must be submitted to ACSSS at the time of applying for admission. In addition, a Social Security release of information form must be provided which authorizes release of information in order to become a cost-free auditor at UW–Madison. The form is available online here (<http://www.ssa.gov/online/ssa-3288.pdf>) or from a local Social Security office with addresses here (<http://www.ssa.gov>). After you successfully enroll in your course(s) as an auditor, email [advising@dcs.wisc.edu](mailto:advising@dcs.wisc.edu) to confirm all documents have been received and your tuition will be waived. *If you do not contact ACSSS immediately after your enrollment, you may receive a tuition bill and possible late fees.* If you require accommodations for a disability, see Reasonable Accommodations and Guest Auditor/Senior Guest Auditor Students ([http://continuingstudies.wisc.edu/cmsdocuments/Reasonable\\_Accommodations\\_and\\_Guest\\_AuditorFINAL.pdf](http://continuingstudies.wisc.edu/cmsdocuments/Reasonable_Accommodations_and_Guest_AuditorFINAL.pdf)) (pdf).

## ENROLLMENT PROCESS

Prior to enrollment, the student must be officially admitted to the university by ACSSS or in continuing student status as a Guest Auditor.

Guest Auditors and Senior Guest Auditors will use the same online enrollment tool used by all students. There are two major differences in the process:

1. Guest auditors/senior guest auditors may not enroll until the first day of class to allow the instructor to assess the availability of space. (For summer, the earliest enrollment day is in late May.)
2. Guest auditors/senior guest auditors must obtain instructor permission to enroll in the course. The instructor's permission must be entered in the enrollment system by a departmental staff member. Then the guest auditor will be able to enroll in the course.

ACSSS assists students with following these extra steps. Instructions are included with the letter of admission and provided online, including a video and tips at Enrollment Instructions for Guest Auditors (<http://continuingstudies.wisc.edu/advising/enroll-guest.htm>).

# HIGH SCHOOL STUDENTS

Qualified high school juniors or seniors may apply for admission to become eligible to enroll in a course at UW–Madison. A minimum high school GPA of 3.000 overall and in the most recent semester is required. Additional requirements include recommendations from high school personnel and academic qualification for the course(s) of interest. Students participating in an early college-credit program authorized by the Wisconsin Legislature and Department of Public Instruction must meet eligibility rules, deadlines, and procedural requirements of that program.

Enrollment in a course is contingent on satisfaction of course prerequisites and the availability of space after the needs of all degree-seeking students is fully satisfied. This is determined at the start of the semester.

Details regarding the options for high school students are provided on the ACSSS website (<http://continuingstudies.wisc.edu/advising/high-school.htm>).

## HOW TO GET IN

There are two steps to become a student: (1) university admission and (2) course enrollment.

### APPLICATION FOR ADMISSION

Before applying, the prospective student must (1) read the *admissions eligibility requirements* and *course selection guidelines* posted on the ACSSS website (<http://continuingstudies.wisc.edu/advising/high-school.htm>) and (2) meet with the high school guidance counselor to confirm that taking a UW–Madison course is a good fit. Students who intend to participate in an early college-credit program must review and complete the additional required steps by the deadline.

To seek admission, new students must submit the University Special student application (<http://continuingstudies.wisc.edu/advising/apply.htm>) by July 15 for fall, December 1 for spring, and six weeks before the start of summer term. *Note:* Continuing students from the previous term do **not** need to submit a new University Special student application for admission. Continuing students must inform the University Special student advisor of the desire to continue to the next term and submit all other required documents.

#### *On the application:*

- Select "High School student" (UNHS) as the Special student type
- Respond to all items to avoid delays in processing your application
- UW–Madison Enrollment Plan Form ([http://continuingstudies.wisc.edu/cmsdocuments/Enrollment%20Plan%20for%20High%20School%20Students\\_3\\_2017.pdf](http://continuingstudies.wisc.edu/cmsdocuments/Enrollment%20Plan%20for%20High%20School%20Students_3_2017.pdf))—required each term, complete the form in its entirety for your application to be considered as a new student and to get approval from UW–Madison to enroll as a continuing student.
- Provide a recent high school transcript with a minimum cumulative grade point average (GPA) of 3.000 (B). Continuing students must maintain a GPA of 3.000 at their high school in addition to a GPA of 2.000 at UW–Madison.

- AP B/C Calculus exam score (unofficial copy is fine) if planning to take Math 234. A score of 4 or higher is necessary to place into Math 234.
- Letter of recommendation from high school counselor or principal each term you wish to enroll.

Wait for notification of admission decision. If admitted, a letter of admission is sent from ACSSS and an enrollment invitation with earliest enrollment time via email from the Office of the Registrar.

### ENROLLMENT

The ACSSS advisor and admissions officer (<http://continuingstudies.wisc.edu/advising/high-school.htm>) for high school students will inform admitted students of their eligibility for requested courses and/or any space limitations.

To finalize eligibility to enroll, all new high school students must attend an orientation. More information about the orientation is included with the letter of admission. Orientation is held in late August for fall and early January for spring.

With an approved course selection, at the earliest enrollment time students are eligible to access the enrollment system via the MyUW Student Center following instructions provided by the advisor and viewed here (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

Being admitted does not guarantee enrollment. University Special students admitted in the high school classification (UNHS) enroll only when all other students have enrolled and have been accommodated on wait lists. Therefore, final enrollment may not be determined until after the first week of classes in some cases.

## OTHER

### Overview

Individuals who wish to enroll in a credit course, are not currently in a degree program at UW–Madison, and do not fit the other types of University Special students may have unique needs to qualify for one of the classifications below.

### PRESELECTED BY A DEPARTMENT OR PROGRAM

Students in this classification have been selected to participate by a department in a specific course, seminar, institute, or workshop for credit. Admission requirements are established by the program or department, which makes the final admissions decision. These students are assessed tuition at the undergraduate student rate (Wisconsin resident or nonresident) unless a course has a nonstandard tuition rate. Enrollment is for one term only for the specific course or program.

Students who wish to be considered for enrollment in a subsequent term must contact the Adult Career and Special Student Services office to request a change of classification based on their academic plans or goals.

### OTHERS/ONE TERM ONLY

University Special students typically require one of the following: (1) hold a baccalaureate degree, (2) are currently a degree student in good standing at another college, (3) are selected for a course, program, institute, or Capstone Certificate, or (4) are a high school student in the early college credit program. There may be unique needs or circumstances that allow a student to qualify for admission without satisfying any of these requirements. For consideration, a conversation with an advisor who approves admission is necessary. **Note:** Individuals who have been denied admission or missed the deadline to apply by undergraduate admissions are not eligible for admission as a University Special student.

### FULL-TIME ESL PROGRAM

The Intensive English Program (IEP) (<https://english.wisc.edu/esl/intensive-english-program.htm>) at UW-Madison provides quality academic instruction to adults who wish to improve their proficiency in English. IEP offers full-time, 15-week programs in the Fall and Spring semesters and an 8-week Summer program. The classes range from lower-intermediate (A2) to advanced level (C1). Beginning-level instruction (A1) is not offered. When you join IEP, you are a UW–Madison student in University Special student status, with full access to all UW-Madison student facilities.

As a student in IEP you will learn to:

- Speak accurately and fluently
- Express your ideas in writing
- Understand lectures and informal speech
- Read efficiently and quickly
- Become confident in your English

Part-time enrollment is available to adults who already in Madison to live, work, or study.

## HOW TO GET IN

### How to Get in

**There are two steps to become a University Special student: (1) university admission and (2) course enrollment.**

### PRESELECTED BY A DEPARTMENT OR PROGRAM

Admission requirements are established by the department and program, which screens prospective students and provides information regarding the steps to complete an application for admission. The steps will include completion of a University Special student application (<http://continuingstudies.wisc.edu/advising/apply.htm>), in addition to any specific program or department requirements. UNPS is the designation on the admissions application and course roster.

Once admitted to the university, enrollment instructions which are customized for the department or program with specific course numbers are provided to the student.

### OTHERS/ONE TERM ONLY

Prospective students who have consulted with an advisor and received support for admission in this classification, apply using the University Special students application - indicating their academic goal and name of the advisor. Applying at least one month before the start of the term (early August for fall; early December for spring) is recommended as it takes 1-2 weeks to review and process an application. Enrollment for summer term usually begins in early April, so applying by early March is recommended. UNOS is the designation on the admissions application and course roster.

There are two options for submitting a University Special Student application:

1. First-time students use Applying via the University Special Student application (<http://continuingstudies.wisc.edu/advising/apply.htm>)
2. Returning students may use the application above or apply as a reentry student via the Reentry application in the Student Center/My UW (<https://my.wisc.edu>) using a NetID.

Admitted students receive enrollment information. University Special students enroll via MyUW/Student Center at an earliest enrollment time - which is assigned at a date after degree students have enrolled.

For students in this classification, enrollment is typically 2-3 days before the beginning of a term, except in April for summer term. More detailed instruction is provided at the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>). The most common enrollment questions and issues facing University Special students are addressed on the ACSSS FAQ page (<http://continuingstudies.wisc.edu/advising/faq.htm#applying>).

### FULL-TIME ESL PROGRAM

IEP (<https://english.wisc.edu/esl/intensive-english-program.htm>) considers applicants for admission each term: fall, spring, or summer. By the application deadline, applicants must:

- be at least 18 years old and a high school graduate, and
- have a minimum of low-intermediate English speaking competency (A1). (Levels A1–C2 refer to the Common European Framework of

Reference ([http://www.coe.int/t/dg4/linguistic/cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/cadre1_en.asp)) for languages (CEFR.)

- provide official documentation of the source of funds for tuition and living expenses (such as a letter from the applicant's bank, scholarship board, or funding agency).
- provide a scan of the photo page of a valid passport.

Applicants must view the IEP website (<https://english.wisc.edu/esl/intensive-english-fees.htm>) for the current amount of tuition and living expenses, health insurance requirements, and application deadlines.

Applicants use the University Special student admissions form (<http://continuingstudies.wisc.edu/advising/apply.htm>), selecting UNES for the Full-time Study of English as a Second Language program.

After evaluating the application and documents, IES notifies the applicant of program acceptance and issues the Form I-20 which is required to request the student visa.

Admitted students receive detailed enrollment instructions from IEP.

## POST-BACCALAUREATE COURSE

Individuals who wish to enroll in a credit course, have at least a baccalaureate degree, and are not currently in a degree program at UW–Madison are eligible for admission as a University Special student in one of the two classifications listed below. These students are assessed tuition at the undergraduate student rate (Wisconsin resident or nonresident) unless a course has a nonstandard tuition rate. *Note:* Grades earned as a University Special student will not change a previous cumulative undergraduate or graduate degree GPA earned at UW–Madison, including if a course is repeated.

### PROFESSIONAL OR PERSONAL ENRICHMENT (UNDS IS THE DESIGNATION ON THE ADMISSIONS APPLICATION AND COURSE ROSTER)—THIS INCLUDES:

- teachers, social workers, and others seeking enrollment for professional development
- graduate students from other US colleges and universities
- individuals seeking personal enrichment
- individuals wishing to explore an interest for further study
- students graduating and who wish to enroll in a course in the next term

### PREPARATION FOR ADMISSION TO GRADUATE OR PROFESSIONAL SCHOOL (UNRS)—THIS INCLUDES:

- individuals needing to complete required courses prior to applying to a graduate or professional school
- individuals who have been advised by the graduate program to being their studies as a University Special student. (Consult with the graduate coordinator regarding the policy on whether the credits earned may apply eventually toward a graduate degree.)

Applications for admission will be accepted up to the beginning of a term, although it is highly recommended that submission is at least three weeks in advance in order to take advantage of earliest enrollment times.

## HOW TO GET IN

How to Get in

There are two steps to become a student: (1) university admission and (2) course enrollment.

### ADMISSION

There is no application fee. Applying at least one month before the start of the term (early August for fall; early December for spring) is recommended as it can take 1-2 weeks to review and process an application. Enrollment for summer term usually begins in early April so applying by early March is recommended. With the listing of the degree completed, the institution, and the date, an official transcript is typically not needed. An email confirmation of the application is sent by ACSSS.

There are two options for submitting a University Special Student application:

1. First-time students use Applying via the University Special Student application (<http://continuingstudies.wisc.edu/advising/apply.htm>)
2. Returning students may use the application above or apply as a reentry student via the Reentry application in the Student Center/My UW (<https://my.wisc.edu>) using a NetID.

Once admitted, an admission letter from ACSSS is sent - typically within two weeks of providing all required information to ACSSS and the Office of the Registrar, Residence for Tuition Purposes (<http://registrar.wisc.edu/residence.htm>). The letter includes information regarding next steps and deadlines.

### ENROLLMENT

University Special students enroll via MyUW/Student Center at an earliest enrollment time - which is assigned at a date after most degree students have enrolled. This typically is three weeks before the beginning of a term, except in April for summer term. Admitted students receive enrollment information and find detailed instructions at the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>). The most common enrollment questions and issues facing University Special students are addressed on the ACSSS FAQ page (<http://continuingstudies.wisc.edu/advising/faq.htm#applying>).

As a University Special student you are eligible to enroll in any course for which you are qualified or receive instructor permission if there is space available. This includes both undergraduate and graduate level courses. Undergraduate courses at UW-Madison are numbered 100 to 699. Graduate level courses number 300 to 999.

## SHORT COURSE

The Farm & Industry Short Course (FISC) (<http://fisc.cals.wisc.edu>) is a 16-week, hands-on education for people who want to develop or expand the skills needed to work in production agriculture. The University of Wisconsin–Madison has offered the program for over a century and provided opportunities for generations of farmers to expand their career options. The credits earned are eligible for transfer to many four-year universities.

Classes begin in late fall and end in early spring—timed to coordinate with the nongrowing season in the Midwest. Courses are offered in the areas of soils, crops, dairy, meat animals, agricultural engineering, farm business planning, agribusiness, human relations, and communications. Students in their first year will earn a Certificate in Foundations of Farm Management (p. 41). (<https://fisc.cals.wisc.edu/prospective-students/courses-and-certificates>) This certificate serves as a prerequisite to returning for a second year to earn a certificate in one of the more specialized areas (<https://fisc.cals.wisc.edu/current-students/courses-and-certificates>) listed below.

Participants are UW–Madison students in University Special student status. They live on campus, enjoy all the benefits of being a UW–Madison student, and are encouraged to participate in campus groups, committees, and clubs—as well as athletic, social, and alumni events. A scholarship program is available. Current tuition, housing, and other fees are listed on the FISC webpage. (<https://fisc.cals.wisc.edu/prospective-students/tuition-housing-other-fees>)

- Dairy Farm Management, Certificate (p. 41)
- Diversified Agricultural Operations, Certificate (p. 41)
- Farm and Equipment Operations, Certificate (p. 41)
- Foundations of Farm Management, Certificate (p. 41)
- Management of Crops and Soils, Certificate (p. 42)
- Meat Animal Farm Management, Certificate (p. 42)

## HOW TO GET IN

How to Get in

### ADMISSION ELIGIBILITY CRITERIA

Admission decisions are made using a holistic approach with consideration of, but not limited to: an applicant's cumulative GPA, class rank, activities, leadership roles, academic progress as reflected on an official transcript, etc. Below are eligibility criteria and considerations:

#### Domestic Applicants:

- High School Diploma or GED required
- Involvement in agriculture-related activities
- Academic record
- Personal and professional goals
- Rank in the upper 80% of graduating class\*

There is no foreign language requirement.

Returning adult students will receive special consideration.

\*Students ranking in the lower 20 percent of their high school class may be considered for admission on probationary status. These applications

require additional documents and will be reviewed by the Director and handled on a case-by-case basis.

#### International Applicants\*\*:

(The following requirements are set forth by the guidelines for the J-1 VISA as well as by the FISC office and UW campus).

- Degree or professional certificate from a foreign, post-secondary academic institution AND one year minimum of prior, ag-related work experience acquired outside of the United States, OR five years minimum of prior, ag-related work experience acquired outside of the United States
- Minimum of a 2.0 cumulative GPA on a 4.0 scale
- Proficiency in the English language, as demonstrated by a TOEFL score of 550 or higher, or IELTS score of 7 or higher, OR proof that your most recent four years of education were taught primarily in the English language
- Completed Certification of Financial Support form.

### APPLICATION PROCESS

Applications are available October 1 and close August 1 for domestic students for the upcoming academic year, and close June 1 for International applications. Applicants must mail an official high school or post-secondary transcript, depending upon the most recent school of attendance. (If a post-secondary transcript has fewer than 2 years of classwork reported, an applicant also must submit a high school transcript in addition to the post-secondary one.) International applicants must submit additional documents in order for their application to be considered complete as listed on the FISC International Students (<https://fisc.cals.wisc.edu/prospective-students/international-students>) application page.

The online FISC application is hosted by the Adult Career and Special Student Services (ACSSS), Division of Continuing Studies, which admits all University Special students (which includes FISC). Applicants will submit an application following the process below. A committee in FISC reviews the application and makes the final admissions decisions.

3-step process:

Step 1: Create an account and apply via the University Special student application (<https://fisc.cals.wisc.edu/prospective-students/apply-now>). Select "Farm and Industry Short Course" as the student classification.

Step 2: Mail all transcripts and additional application materials to:

Farm & Industry Short Course  
University of Wisconsin – Madison  
116 Agricultural Hall  
1450 Linden Drive  
Madison, WI 53706

Step 3: Optional but recommended: Apply for FISC Scholarships (<https://scholarships.wisc.edu/Scholarships/org?orgId=1310>) before April 1 to receive priority consideration.



## DAIRY FARM MANAGEMENT, CERTIFICATE

### REQUIREMENTS

- 12 credits required for completion.
- Requires a GPA of 2.0 on all coursework.
- At least 50% of the credits must be taken in residence, graded, and for credit.

Code	Title	Credits
FISC 134	Reproduction of Farm Animals	2
FISC 105	Dairy Cattle Selection and Evaluation	2
FISC 63	Dairy Herd Management	2
FISC 114	Ruminant Nutrition	2
FISC 133	Soil and Crop Nutrient Management	2
FISC 61	Dairy Herd Health	1
FISC 121	Agricultural Commodities Marketing	2
Total Credits		13

## DIVERSIFIED AGRICULTURAL OPERATIONS, CERTIFICATE

### REQUIREMENTS

- 12 credits required for completion.
- Requires a GPA of 2.0 on all coursework.
- At least 50% of the credits must be taken in residence, graded, and for credit.

Code	Title	Credits
FISC 140	Farm Machinery	2
FISC 134	Reproduction of Farm Animals	2
FISC 120	Meat Animal Evaluation & Marketing	2
FISC 142	Identification and Management of Agronomic Pests	3
Select at least three credits from the following:		3
FISC 114	Ruminant Nutrition	
FISC 101	Meat Animal Production I	
FISC 133	Soil and Crop Nutrient Management	
FISC 143	Farm Power	
Total Credits		12

## FARM AND EQUIPMENT OPERATIONS, CERTIFICATE

### REQUIREMENTS

- 12 credits required for completion.
- Requires a GPA of 2.0 on all coursework.
- At least 50% of the credits must be taken in residence, graded, and for credit.

Code	Title	Credits
FISC 140	Farm Machinery	2
FISC 110	Livestock Housing	2
FISC 145	Precision Agricultural Technologies	2
FISC 143	Farm Power	2
FISC 133	Soil and Crop Nutrient Management	2
FISC 136	Agricultural Business Law	1
FISC 115	Agribusiness Feasibility Planning	1
Total Credits		12

## FOUNDATIONS OF FARM MANAGEMENT, CERTIFICATE

### REQUIREMENTS

- 12 credits required for completion.
- Requires a GPA of 2.0 on all coursework.
- At least 50% of the credits must be taken in residence, graded, and for credit.

Code	Title	Credits
<b>Specialty Certificate Core Requirements</b>		
FISC 55	Farm and Industry Short Course First-Year Seminar	1
FISC 57	Introduction to Soils	2
FISC 58	Forage Crops	2
FISC 51	Business Principles of Agricultural Management	1
FISC 53	Agriculture Human Resources Management	1
FISC 54	Agribusiness Communications	2
FISC 56	Agriculture, Food Systems, and Rural Development	1
FISC 59	Food Safety	1
FISC 52	Agricultural Safety and Health	1
Total Credits		12

## MANAGEMENT OF CROPS AND SOILS, CERTIFICATE

### REQUIREMENTS

- 12 credits required for completion.
- Requires a GPA of 2.0 on all coursework.
- At least 50% of the credits must be taken in residence, graded, and for credit.

Code	Title	Credits
FISC 104	Grain Crops Production & Management	2
FISC 133	Soil and Crop Nutrient Management	2
FISC 142	Identification and Management of Agronomic Pests	3
FISC 20	Introduction to Plant Science	2
FISC 121	Agricultural Commodities Marketing	2
Select an additional 2 credits from the following:		2
FISC 23	Safe and Effective Uses of Pesticides in Agronomic Crops	
FISC 71	Pasture Management	
FISC 72	Pasture Based Dairy/Livestock - Business Start-up and Marketing	
FISC 73	Pasture Based Dairy/Livestock - Managing the Business	
FISC 21	Agricultural Sales	
FISC 136	Agricultural Business Law	
FISC 115	Agribusiness Feasibility Planning	
FISC 145	Precision Agricultural Technologies	
Total Credits		13

FISC 110	Livestock Housing	
FISC 136	Agricultural Business Law	
FISC 133	Soil and Crop Nutrient Management	
FISC 115	Agribusiness Feasibility Planning	
Total Credits		12

## MEAT ANIMAL FARM MANAGEMENT, CERTIFICATE

### REQUIREMENTS

- 12 credits required for completion.
- Requires a GPA of 2.0 on all coursework.
- At least 50% of the credits must be taken in residence, graded, and for credit.

Code	Title	Credits
FISC 134	Reproduction of Farm Animals	2
FISC 114	Ruminant Nutrition	2
FISC 101	Meat Animal Production I	2
FISC 102	Meat Animal Production II	2
FISC 120	Meat Animal Evaluation & Marketing	2
Complete at least 2 credits from the following list:		2
FISC 71	Pasture Management	

## VISITING INTERNATIONAL

UW–Madison welcomes international students, undergraduates, graduate, and post-graduate, to study at UW–Madison for one or more terms as a University Special student. University Special students take regularly scheduled courses for credit which are displayed on an official student record, but are not currently earning a degree from UW–Madison. There are four main categories with different learning goals and admissions pathways.

### FORMAL EXCHANGE PROGRAM

The program is available to students attending a university abroad which has a formal exchange agreement with UW–Madison. Students work directly with their home university's exchange/study abroad office for the admissions and enrollment procedures. The four exchange offices at UW–Madison are:

- Business Exchange (<http://bus.wisc.edu/degrees-programs/international-programs/exchange-students>)
- Engineering Exchange (<http://international.engr.wisc.edu/incoming/applying.php>)
- International Academic Programs (<http://www.studyabroad.wisc.edu/incoming.html>)
- Law Exchange (<http://www.law.wisc.edu/academics/international/foreignex.htm>)

All formal exchange students except those pursuing law studies are admitted by the Adult Career and Special Student Services office, which also serves as the academic dean's office.

### VISITING INTERNATIONAL STUDENT PROGRAM (VISP)–NOT IN FORMAL EXCHANGE PROGRAM

The program is available to international students who wish to study at UW–Madison for one or more semesters or a summer term—and are not part of a formal exchange program. The Visiting International Student Program (VISP) participants are official UW–Madison students who take courses from distinguished, world-class faculty. VISP provides personalized advising as well as a variety of cultural and social events. The students are admitted by ACSSS. Detail about the program, admissions criteria, and student experience is provided at the VISP webpage (<http://www.visp.wisc.edu>).

### CAPSTONE CERTIFICATE PROGRAM

Capstone certificates allow students with a bachelor's degree to obtain additional professional skills and certification. Designed for nontraditional students and working professionals, capstone certificates reflect a focused collection of graduate-level courses approved by the Graduate School. Capstone certificate programs do not lead to the conferral of a degree, but do appear as an official program on a student's UW–Madison transcript. The availability of a capstone certificate program to an international student varies as follows:

- The 100% online programs are available to international students who remain abroad.
- Students already in the U.S. on another visa type (e.g. J–1 scholar, J–2 dependent, H1B) may be eligible for admission to any of the capstone certificate programs.

- Full-time programs on the university campus require international students to hold an F–1 or J–1 visa to study legally in the United States. The programs approved by the U.S. government for F–1 or J–1 visas include Actuarial Science (p. 6), Communication Sciences & Disorders (p. 13), Computer Sciences (p. 14), and Geographic Information Studies (p. 21).

A comprehensive list with details about program content, admissions criteria, and the application process is available at the Types of Study (p. 6) page.

### ENGLISH AS A SECOND LANGUAGE

The Intensive English Program (IEP) (<https://english.wisc.edu/esl/intensive-english-program.htm>) is available to adults who wish to study English as a second language full-time at UW–Madison to improve their proficiency in English. While in the program, participants are UW–Madison students. If selected for admission, the student is issued a Form I–20 which allows the participant to request the student visa. The program offers full-time, 15-week programs in the fall and spring terms and an 8-week program in summer. The classes range from lower-intermediate (A2) to advanced level (C1). Beginning-level instruction is not offered. Part-time enrollment is available to adults who already in Madison to live, work, or study. Further details about the program content, admissions criteria, and the application process is available at the Types of Study (p. 37) page and the IEP website (<https://english.wisc.edu/esl/intensive-english-program.htm>).

### HOW TO GET IN

How to Get in

The application for admission as a visiting international student varies depending on the program.

### FORMAL EXCHANGE PROGRAM

Students who wish to come to UW–Madison on a formal exchange program must work directly with their home school's exchange/study abroad office to review application deadlines and admissions requirements (including TOEFL score). The exchange coordinator will provide participating students with a direct link to the application which is appropriate for the UW–Madison program. Students seeking admission in the three programs listed here will be admitted as a University Special student with the designation of UNIS on the application and the class roster.

- International Academic Programs (<http://www.studyabroad.wisc.edu/incoming.html>)
- International Programs at the School of Business (<https://bus.wisc.edu/degrees-programs/international-programs/exchange-students>)
- International Engineering Studies & Programs (<http://international.engr.wisc.edu/incoming/applying.php>)

### VISITING INTERNATIONAL STUDENT PROGRAM (VISP)

Any international student who has completed at least one semester of college/university study and meets language proficiency requirements (<http://www.visp.wisc.edu/eligibility.htm>) may apply. Applicants do not need to be currently enrolled in an educational institution. Students should apply at least three months before the intended start date at UW–Madison in order to complete the entire admission process and visa application (which may require many months to complete). Also, there

is a limited number of spots available in VISP each semester, so early application provides the best consideration.

Students are admitted in one of three levels which determines the minimum credit load requirements:

Undergraduate level students: completed at least one semester of college/university study and will not have completed their degree before arriving in Madison. Students must be in good academic standing with a minimum grade point average (GPA) equivalent at home university of a 3.0 on a 4.0 scale, as indicated on this international grade conversion guide (<http://www.wes.org/gradeconversionguide>). *UIUL* is the designation on the admissions application and course roster.

Graduate level students: completed an undergraduate degree and may or may not have started a graduate program. *UIGL* is the designation on the admissions application and course roster.

Dissertator-level students: completed all graduate coursework and are currently working on a dissertation, or have completed a Ph.D. No additional requirements apply for students in these classifications. *UIDL* is the designation on the admissions application and course roster.

**To apply:** Students must review eligibility requirements and then follow the application process outlined at the VISP website (<http://www.visp.wisc.edu/apply.htm>). VISP coordinators will assist with each step of the process. The coordinators will send an email to confirm the application has been received and to provide details on next steps.

# VISITING UNIVERSITY STUDENTS

Students who are undergraduates in good standing at another U.S. college or university are eligible for admission as a University Special student. They are admitted with the understanding that they will either return to their primary institution or attend another university after one term at UW–Madison. Students must have a minimum 2.0 gpa overall and in the previous term. The applicant must submit a transcript from the most recent institution attended before an admissions decision is finalized. Visiting undergraduates are assessed tuition at the undergraduate student rate (Wisconsin resident or nonresident) unless a course has a nonstandard tuition rate.

Visiting undergraduates are admitted for one term only. Those with extenuating circumstances or particular academic needs may appeal to attend UW–Madison for consecutive terms. The appeal must include a statement of support from a dean at the home institution.

It is the visiting student's responsibility to work out a credit transfer plan with the advisor at the college or university which will confer their undergraduate degree. There is no guarantee that credits earned at UW–Madison will apply toward fulfilling degree requirements at another university. Upon completion of a course and verifying that grades are posted in MyUW/Student Center, the student must submit an online order of an official transcript (<https://ordertranscript.wisc.edu>) via the Office of the Registrar in order to transfer credits.

**Recent high school graduates or graduating seniors** who have been admitted and will enroll at another college or university as an undergraduate may apply for visiting undergraduate status for the summer term or semester following high school graduation. It is the student's responsibility to make sure this is permitted by the college to be entered in the next term. To be admitted as a Visiting student without a college record, students must have a minimum 3.0 cumulative GPA in high school. Graduating high school seniors who will enroll as undergraduates at UW–Madison in the fall term and wish to begin their studies in the summer term must contact the Office of Admissions and Recruitment (<https://www.admissions.wisc.edu>) to change their admission term from fall to summer.

## HOW TO GET IN

How to Get in

There are two steps to become a student: (1) university admission and (2) course enrollment.

### ADMISSION

There is no application fee. Applying at least one month before the start of the term (early August for fall; early December for spring) is recommended as it can take two to three weeks to review and process an application. Enrollment for summer term usually begins in early April, so applying by early March is recommended. As a visiting undergraduate, a transcript from the home college or university is required to confirm the admissions criteria of good standing and 2.0 minimum GPA are met. The transcript may be sent via email to [advising@dcs.wisc.edu](mailto:advising@dcs.wisc.edu) or faxed to 608-265-2901. ACSSS will send an email confirming receipt of the application and a reminder regarding transcript submission. (Recent high

school graduates without a college record must submit a high school transcript.)

There are two options for submitting a University Special Student application:

1. First-time students use Applying via the University Special Student application (<http://continuingstudies.wisc.edu/advising/apply.htm>)
2. Returning students may use the application above or apply as a reentry student via the Reentry application in the Student Center/My UW (<https://my.wisc.edu>) using a NetID.

By selecting UNVS, the designation for Visiting Undergraduate students, the applicant is directed to provide the required information and documents. Once admitted, an admission letter from ACSSS is sent—typically within two weeks of providing all required information to ACSSS and anything required by the Office of the Registrar, Residence for Tuition Purposes (<http://registrar.wisc.edu/residence.htm>). The letter includes information regarding next steps and deadlines.

### ENROLLMENT

University Special students enroll via MyUW/Student Center at an earliest enrollment time—which is a date after most degree students have enrolled. For visiting undergraduates this is typically several days before the beginning of a term, except in April for summer term. Admitted students receive enrollment information and find detailed instructions at the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

Most courses have prerequisites which are listed in the courses section (<http://guide.wisc.edu/courses>) of the *Guide*. In order to enroll in a course, students—including University Special Students—must meet these prerequisites and requirements. Visiting undergraduates may have taken prerequisite courses at other colleges and universities which will not be part of the UW–Madison record and recognized by the enrollment system. Thus, it may be necessary for such students to confer with a department or course instructor to confirm a prerequisite has been met at another institution in order for enrollment to be allowed.

ACSSS highlight such issues for University Special students on its enrollment page, as well as provides Enrollment FAQs and Tips (<http://continuingstudies.wisc.edu/advising/faq.htm#enrolling>).

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