



EDGP Non-Degree Application Guidelines

Note: If you have previously completed coursework at CUW, simply email Amber Schiessl at amber.schiessl@cuw.edu and ask to be registered for the course.

1. Visit www.cuw.edu/apply
2. Click on 'Create Account,' then select 'Create Your Non-Degree Account'
3. Fill in Contact Information
4. Academic Ambitions:
 - I intend to enroll as a *Continuing Education* student.
 - Anticipated entry term: (*Spring: January-June, Fall: July-December*)
 - Please select license or course: *Continuing Education Courses*
 - At which location would you like to take classes? *Off Campus*
 - At which off campus location would you like to take classes? *Location of your course*
5. Once you have created your account, you will be taken to your account home page. Scroll to the bottom and click on 'Start an Application' in the Next Steps box.
6. Select 'Start a new Non-Degree Application.' The information you submitted when creating your profile will automatically populate.
7. Follow the steps of the application, filling in Academic Information, Personal Information, Demographics & Statement of Understanding.
 - Always select 'Continuing Education Courses' when given the option.
 - Choose 'Off-Campus' as your location. (Do not select Mequon or online).
 - When asked what course(s) you would like to take, type in the course number prefix and number (EDGP 558). Please indicate how many credits you are taking the course for.
 - If you are registering for multiple courses, indicate this here. Do not fill out a second non-degree application.
8. Electronically sign and submit the application.
9. In 3-5 business days, you will receive a confirmation email from CUW stating that you have been registered for the course. This email will provide you with your student ID number, which will allow you to log into the portal. This is where you will access your CUW email, billing information, transcripts, etc.