

Undergraduate/Graduate Split Status eForm

The screenshot shows the 'Student Home' dashboard in the accesSPoint system. The dashboard features a grid of nine navigation tiles: Profile, Tasks, My Classes, Degree Progress, Graduation, Financial Account/Billing, Academic Record, Financial Aid, and Forms. A callout box on the left explains the Undergraduate/Graduate Split Status form, and another callout box on the right points to the Forms tile with the instruction: 'You will begin by clicking on the Forms tile from your accesSPoint homepage.'

accesSPoint | 🕒 ❤️

Student Home ▾

Profile

Tasks

No current tasks

My Classes

Degree Progress

Graduation

Financial Account/Billing

Academic Record

Financial Aid

Forms

The Undergraduate/Graduate Split Status form is a request by an undergraduate student to enroll in graduate level classes. This form requires approval from your advisor and the department chair of the course you would like to take.

You will begin by clicking on the Forms tile from your accesSPoint homepage.



Student Forms

Student eForms

⊗ Late Drop (W-Drop) Request

+ Late Add Request

📄 Pass/Fail Grading Request

🚫 Term Cancellation/Withdrawal

📄 Section Change Request

📄 Schedule Conflict Approval Req

↔ Campus/Degree Prog Transition

📄 Undergrad/Grad Split Status

📄 Academic Leave

📄 Request to Repeat

Student eForms

All academic eforms you are authorized to submit should be available in the list on the left. Additional forms may be found at:

- [Office of the Registrar Forms website](#)
- [UWSP eForms Website](#)

Click on Undergrad/Grad Split Status form





Student Information

Name: UWSP ID: Email:

Plan Id: HS-BS, DNCE-MN Type: Major, Minor Name: Health Science (BS), Dance (MN)

Requested Term:

Click the drop down to select the term you want to enroll in.

Graduate policy permits undergraduate students to enroll in graduate courses under certain conditions. If you are an undergraduate student, you may be permitted to enroll concurrently in undergraduate and graduate courses provided you:

- Obtain the written approval of your undergraduate adviser.
- Have met the prerequisites for the graduate course.
- Obtain the written approval of the chair of the department in which the graduate course is offered.
- Understand that unless enrollment is part of a specified undergraduate and graduate program, there is no guarantee that the graduate course will count toward a master's degree.
- Understand you will be assessed graduate fees for graduate courses.
- Do not exceed a combined undergraduate and graduate credit load of 16 credits.
- A maximum of 15 credits of graduate coursework can be applied toward the 120 total credits required for a baccalaureate degree and also toward the 40 required credits at the 300/400 level.

NOTICE TO STUDENTS: If you plan to apply for graduate study, you are encouraged to consult with the Graduate Coordinator of your intended program of study before enrolling in graduate courses. All graduate programs limit the number of graduate credits that may be applied to a master's degree to a maximum of 9, when the credits are earned prior to admission to the program.

Form Controls

Student Information

Name: UWSP ID: Email:

Plan id: HS-BS, DNCE-MN Type: Major, Minor Name: Health Science (BS), Dance (MN)

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Course Information

Subject

Course Number

Title

Building Expertise in Health and Wellness

After the term is selected, Course Information will appear. Select the course(s) you want to take and then click Submit. The form will be routed via email for the required approvals and then to the Office of the Registrar for processing. You will receive an email notification when your account is set up and ready for you to enroll.

Form Controls