

### Checking in and House Hunting Leave upon arrival in Madison

CHECK IN! Before you stay at a hotel, you must have checked in at the NROTC Unit, otherwise you will not be reimbursed for your stay. If you have not done so already, you may take some house-hunting leave (10 days max) after you check in, **however this is subject to NROTC Wisconsin staff approval (via request chit) after you arrive.** The suggested approach is to call admin before arriving to get/give some idea as to when you will be here, if you will be able to take house-hunting, etc. Admin's number is 608-262-9255, Between the hours of 0800-1600, Central time.

### Travel Claim

Chief will also be the person taking care of your travel claim. Don't forget to save your receipts for toll bridges, hotels, etc. However, you don't have to save gas or food receipts (this is part of your per diem during travel). If you are entitled Dislocation Allowance (DLA), the amount varies depending on your marital status. This is supposed to help you with apartment/house rent deposits, phone deposits, etc. If eligible, then you either already have it (as an advance) or will receive it when your travel claim is direct deposited in your account. More than likely, you will receive your travel claim deposit in a timely fashion, but since this IS the Navy, please plan your deposits and moving costs accordingly.

### UW Tuition & Books

All active duty and dependents receive tuition at the in-state rate. As part of the STA-21 program, the Navy pays for your tuition and books (up to \$4,000.00 for fall/spring semesters & up to \$2,000.00 for summer semester). The Navy sends the University a direct payment for tuition. The Navy sends us a reimbursement for our books. This means we pay for our books up front, providing ample proof (via class syllabuses) that our classes **require** us to buy these books, as well as good receipts of purchases made (via University Bookstore, e-bay, etc). We cannot use the GI Bill here. However you can receive student aid via student educational loans, Federal Pell Grants, etc.

### University Requirements Upon Arrival

You must register and attend SOAR (new student orientation) before you register for classes. Go to <http://wiscinfo.doit.wisc.edu/soar/> with

your student ID and register for SOAR. You will need your student ID from your acceptance letter and you will need to have paid your registration fee which should already be done. If you have any problems, call Dave Oehler at (608) 263-0369 and he can enter you in over the phone. Explain to him that you are in the middle of military training in RI, that you are not getting your mail, and that you will not get to the University until just prior to the start of the Semester, and you only have 3 years to get a 4/5 year degree, and that you must register for classes or you will lose your Navy scholarship, etc (a good sob story). David Oehler can take special cases for early SOAR registration. Another reason it is important to register for the first available SOAR is so that hopefully, you can pick up the classes you need, rather than take what is leftover after the last SOAR class. You will be reimbursed for the SOAR fee (about \$100.00).

While at SOAR, you will have the opportunity to take Math and English placements exams. These exams may allow you skip some of the lower level classes. In addition, you will not be able to register for any Math classes or English classes until taking these exams. If you have already transferred Math/English credits into the University, then you don't need to worry about these placement exams.

It is imperative that whenever you correspond via email with the university, send your student ID with the email.

You will receive a medical shot form which you will need to fill out stating when you had specific shots. This you will turn into the University. It is a good idea to have an extra copy of your shot record anyway, just incase it get misplace someday...

You will need to activate your <http://my.wisc.edu> account with your Student ID. This is where you will register for classes. One thing about UW is that the classes **fill up quickly**.

It is possible that we could find people to hold your classes for you until you are able to register, but there are no guarantees. If you need/want help in this area, call your sponsor.

### **Uniform Requirements**

We wear our uniforms every Tuesday during Fall and Spring semesters so here is some advice about uniforms:

Mandatory items:

If you have any medals (more than one), you might want to get them mounted by the exchange while you're there. We are two hours away from the nearest Navy exchange (NTC Great Lakes). We wear both regular and mini-medals on different occasions throughout the year, so plan accordingly.

We also wear mini-medals and bowties(men) every fall, so you may want to get those now.

Optional, but suggested for comfort:

Keep your BLACK GARRISON CAP, and get a V-NECK SWEATER and LEATHER NAME TAG TO GO WITH IT. In the winter, we wear SDB's, however many of us wear the garrison cap and sweater (wool is warmer) in place of the SDB Jacket and combination cover.

GET YOUR PEA-COAT CONVERTED to gold buttons and shoulder loops; it is a good way to stay warm in the winter if you are wearing your SDB jacket. The only other coat that is authorized is the rain coat. If you don't know already, it gets very cold!

Other important facts:

TAKE THE ANCHORS OUT OF YOUR SDB JACKET as soon as possible. We do not use them and they ruin the jacket. We do not use the anchors on the shoulders of the Eisenhower jacket, either.

Although we are allowed to wear our wash khakis, the CNT khakis or poly-wool khakis are much easier to maintain, and look much nicer.

Don't forget ear warmers!!!!!!!...and Warm Gloves!!!!!!

### Other

To give an insight into the STA21 program here at UW, we are fully integrated with the midshipmen. We participate in all the activities (PT, Drill, Functions) that they do. This tends to take up some of your time each week, and is something to think about, especially if

you've got a wife, children, etc. For example, if you have to take 16-18 credits every semester to graduate within 3 years, and participate in NROTC activities, your days will be very, very busy. Throw some Calculus, Physics, or some of the tougher engineering classes into your schedule, and your days become that much tougher. We do have tutors here Sunday through Thursday from 1800-2100. You also need to be aware of that because of the tough classes here.

The climate here at the ROTC unit is like any other command....good and bad points, on which I won't waste your time. This climate is controllable and really depends on ones attitude. Prepare to work hard while you're here, especially while you're adjusting to a new way of life during your first semester.

The city itself is great with lots to do. It is recommended that you find a house/apartment within a 15 minute drive of the NROTC Unit. We are required to be here at 0630, 2-3 days a week. If you add a little snow/ice and a long drive, you could be getting up pretty early.

Anything else that you need, about UW, our NROTC unit, or about the STA21 process, just let me know:

We look forward to having you here, and welcome aboard!

### **Where do I check in?**

The NROTC building is located between the University Health Services building and the Enzyme Research building. While traveling west on University Avenue from the intersection of Park street and University avenue, stay in the left lane as University avenue splits away from Campus drive. Stay in the right lane after the split because you will take an immediate right into the parking lot. Once in the lot, the NROTC building is on your left. Drive to the end of the building, take a left, and park in one of the two metered spots on your right. You can simply press the button on the meter to get 10 minutes for free, then continue walking along the back of the building and take a left to find the entrance. Come in and go to the admin office to get further instructions on parking. Do not park in any other spots, because you will be ticketed. A campus map with the building pointed out can be found at [nrotc.wisc.edu/map.JPG](http://nrotc.wisc.edu/map.JPG)

### **Items to bring with you upon checking-in:**

1. Service record

2. Medical and Dental records

3. Naval Science Institute (NSI) transcript, if you have one

4. All receipts/documents to complete travel claim

- Report in the uniform of the day – Service Alphas for Marines or Service Dress Blues for Navy.

- A parking permit is required to park on campus and the transportation services will ticket you immediately. You will want to purchase a permit right away if you have a car – they are modestly priced at \$705 per year, and you will not be reimbursed.

### **What will I be doing until my classes start?**

- Until your classes start you will be assigned to the administration office. You will perform tasks as needed by the Unit staff. If practicable, you may be able to take leave. You will have ample time however to get settled in the area.

### **What happens to my records?**

- Service records will be maintained at the Personnel Support Detachment (PSD) in Great Lakes, IL. Your medical and dental records will be maintained in the administration office.

### **Do I still receive Basic Allowance for Housing (BAH)? What is the housing market like? Can I buy a house?**

- You will receive BAH for the Madison, WI area once you have checked into the unit. The rates can be found at the following website: <https://secureapp2.hqda.pentagon.mil/perdiem/bah.html>. The duty zip code is 53726.

- You should be able to rent an apartment or house within your BAH. Your sponsor can provide housing information upon request. You can also check for rental units at the following websites:

- [www.madisonproperty.com](http://www.madisonproperty.com)

- [www.jmichaelrealestate.com](http://www.jmichaelrealestate.com)

- [http://www.jsmproperties.com/ma\\_main.html](http://www.jsmproperties.com/ma_main.html)

- <http://www.stevebrownapts.com/>

- [www.chtApartments.com](http://www.chtApartments.com)

- [www.trmckenzie.com](http://www.trmckenzie.com)

- It is permissible to buy a house while serving at UW. The houses purchased by STA-21 students have ranged from \$100K - \$150K. Before you decide to purchase a house, here are a couple words of caution. Academics are your number one priority. You may not have the time needed to manage the aspects of owning a house. If you are not meeting the required academic or professional standards, you may be disenrolled and left with the financial responsibility. Keep in mind that typically 3 years at a minimum are required to achieve adequate appreciation on a house to cover the costs associated with buying and selling a house. Purchasing a house is a tremendous commitment, and you should seriously consider the benefits and liabilities before doing so.

### **Is base housing available?**

-No.

### **Where will my family and I go for medical treatment?**

- The answer to this question depends on where you choose to reside. Because the University of Wisconsin is greater than 50 miles from the nearest Military Treatment Facility you will be enrolled in Tricare Prime Remote. You will be able to choose your own Primary Care Provider, as long as you are not within 50 miles of a Tricare in-network provider. Official information and enrollment information can be found at <https://www.hnfs.net/bene/home> However, in the past students have filled out the official paperwork with the phrase "No network provider available," and simply selected their own doctor in town. A word of caution, if you choose not to fill out the paperwork with the above phrase, you may be assigned an in-network provider who is located in Janesville, WI, which is about an hour away. This is definitely not recommended.

### **Where will my family and I go for dental treatment?**

- Your family should be enrolled in United Concordia. Your family members can find a participating dentist at the following website [http://www.ucci.com/was/uccweb/findadentist/pdsearchcriteria-frameset.jsp?p\\_network=016](http://www.ucci.com/was/uccweb/findadentist/pdsearchcriteria-frameset.jsp?p_network=016)

- Dental treatment for the service member can also be accessed via the nationwide fee for service program. This only covers most required dental services. For more information regarding dental visit the following website <http://www.tricare.mil/MMSO/dental.cfm>

### **What do I do if I have a pay problem?**

- Pay problems should be addressed to the Chief Yeoman in the administration office.

## ACADEMICS

### **What courses am I required to take to satisfy STA-21 scholarship requirements?**

- All STA-21 students (except Nurse Option) are required to take two semesters of calculus and calculus-based physics. You must take a minimum of one semester each at UW even if you have prior calculus or physics credit.
- Nav Sci 201, Leadership and Management
- Navy 402, Leadership and Ethics
- Every fall and spring semester (but not summer) all STA-21 students will take Naval Science Laboratory, which is essentially a 0630 morning muster for Drill/PT/Training.

### **What is a degree completion plan and how do I complete one?**

- A degree completion plan is a semester-by-semester breakdown of your course schedule that demonstrates you can graduate in three years or less. Your sponsor can provide you with an example format or you can find them on the website in the forms section.
- Work with your sponsor to develop a course schedule. You can use the online catalogue found at [wisc.edu](http://wisc.edu). This will provide you with both degree requirements and offered courses. In addition utilize specific department websites and the timetable of classes at [wisc.edu](http://wisc.edu) to determine in which semesters specific courses are offered (This is extremely important because many courses are prerequisites for others and are only offered during certain semesters).
- The class timetable will only advance out one or two semesters. Use the specific department's website for additional information on typical offerings for classes. Past semesters provide a good general guideline for future class offerings, so a course not offered one summer will likely not be provided the next summer.
- STA-21 OCs must routinely take at least 15 credit hours a semester for fall and spring and at least 6 credit hours for summer.

### **When can I enroll in class?**

- As soon as possible for the summer session. You should be attempting to enroll while you are in NSI, but it is not uncommon to have to wait until arriving in Madison.

- Enrollment takes place on the university website. University personnel and/or Navy students will also provide assistance as necessary.

- Timetables of classes are typically posted several months in advance and can be utilized in planning your first semester, but prepare to be flexible as some courses fill up rapidly.

### **Where can I find my required courses?**

- Degree requirements are listed in the Undergraduate Course Catalog. Specific school requirements are listed in the beginning of each school's respective section (e.g. College of Liberal Arts and Science, College of Engineering, etc.). The course map for various degrees can be found on their respective homepage on wisc.edu with a little searching. Mechanical Engineering is the most popular major and the course map can be found in the forms section. In addition specific departments provide detailed information on their departmental websites that can be located at [www.wisc.edu](http://www.wisc.edu).

### **Will I exceed the \$10000 annual cap on the STA-21 scholarship?**

- UW offers reasonable tuition and fees. In addition, STA-21 students and their spouses are eligible for in-state tuition rates. However, recent increases in tuition for the College of Engineering are bringing us close to the \$10,000 limit. The tuition limit is broken down by semester with \$4000 allotted for each of the spring and fall semesters and \$2000 allotted for the summer semester. On average, books can cost between \$300-\$700. Typically, STA-21 students do not exceed the scholarship cap.

### **Am I eligible for financial aid and other scholarships?**

- Yes. The checklist for applying for financial aid and KU scholarships can be found on wisc.edu. You will need previous year tax information. You are not eligible to use the Montgomery GI Bill. Other organizations providing scholarships and grants may be located on the internet.

### **How do I pay for my classes and books?**

- Once you have completed the enrollment process you must deliver a copy of your class schedule to the unit supply officer. The supply officer typically takes care of everything after this. You should check to make sure that the tuition does show up as paid to avoid late fees.

- You will be reimbursed for your book purchases. Take your class schedule to one of the bookstores and get your books. You will pay for them out of your own funds and will be reimbursed. The reimbursement usually takes about 1-3 months so be prepared. Important note: Your book purchases need to be separate from other purchases. In other words the receipt that you will provide to the supply officer should have only your required books.

### **Will I receive any tutoring?**

- The UW NROTC unit hires a calculus and a physics tutor every semester. Tutoring is available Sunday through Thursday 1800-2100

- If you require or desire tutoring beyond the calculus and physics tutors provided, you must obtain the tutors on your own. Often another NROTC Midshipman or another OC will have already taken the course and be able to provide you with some guidance.

#### **Will I be required to put in any mandatory study hours?**

- Mandatory study hours may be required. Poor academic performance can require mandatory study hours in future semesters.

#### **What happens if I'm failing (or have failed) a course?**

- Because of the limited time STA-21 students have at UW, failing a course may result in the inability to complete a degree within the required timeframe. A STA-21 student who cannot obtain the required degree within 3 years will be returned to the fleet.

- Typically you can work with the professor to improve your academic performance to a passing grade. This requires proactive effort on your part.

- In unusual circumstances, you may be allowed to withdraw from the course and take it during a future semester.

- The Navy will pay for a course one time; if you retake a course, you will pay for the tuition.

Navy Life

#### **What is my relationship to the UW NROTC Battalion?**

- STA-21 students are fully integrated into the battalion of midshipmen. They perform the same duties as the midshipmen and occupy the same leadership positions. They are expected to attend all NROTC functions.

#### **What type of activities will I be required to participate in related to the NROTC Battalion?**

- The number one focus is academics. As a result, the amount of time spent on NROTC activities is not excessive. You will be required to attend Navy lab that takes place on Monday-Friday 0630-0800. However, we typically do not meet every day of the week. Battalion PT take place on Wednesday, with Company PT on Monday and/or Friday. Tuesday and Thursday are reserved for training and drill.

- You may also be assigned a duty watch periodically and can expect to be the NROTC duty driver at least one week per semester.

- There are also several activities that the Battalion participates in such as fundraising and military balls that you will be required to attend. In addition, there are several teams that you may participate in including the drill team, rifle and pistol team, and several intramural sports teams.

- Overall your Navy obligations are quite small. This can actually be quite a challenge when you have been used to living a Navy lifestyle. Enjoy the tremendous opportunity and focus primarily on making good grades.

**Do I have to wear my uniform to my classes?**

- On Tuesdays, you will be required to wear the uniform of the day at any time you are on campus and to Navy lab. The uniform of the day is khaki's in the summer and service dress blues in the winter.

**- I have X number of years on active duty. Am I really expected to extend military courtesies to midshipmen?**

- As an active duty student you are responsible for setting the appropriate military image. As a result, you must extend the appropriate courtesies. This may involve saluting, rendering of sir /ma'am and other appropriate courtesies. Try to look at it as spreading the appropriate example. The midshipmen look up to active duty students for advice and guidance. As a result the active duty students must set the example. Also remember that when you will be graduating alongside and getting the same Commission as the direct-entry midshipmen. You are all candidates for a Naval Commission, no one source is seen as better than any other!