

UW-Madison
Department of Theatre and Drama
MFA Handbook
2016-2017

***Bring this handbook to
all advising meetings***

TABLE OF CONTENTS

About this Handbook	3
Introduction	4
Overview of Specializations	5
Acting	
Costume Design	
Lighting Design	
Scenic Design	
Theatre Technology	
Recruitment, Admission and Retention	7
Graduate School Minimum Requirements	7
Background Course Requirements	8
Transfer Credits	8
Program Requirements and Curriculum	8
Choosing an Advisor	
Learning Goals	
MFA Program of Study	
Reviews	
Production Requirement	
Thesis/Final Creative Project	
Summer Work	
Internships	
Outside Work	
Financial Support	17
Teaching & Project Assistantships	
Scholarships	
Travel Grants	
Additional Graduate Support	
Time to Degree	18
Graduation	18
Transcripts	19
Diploma	19
International Students and Transcripts	19
Useful On-line Resources	20

ABOUT THIS HANDBOOK

This MFA Program Handbook, although not an official publication of the Graduate School, has been developed by the Department of Theatre and Drama as a guide for prospective, entering, and continuing Master of Fine Arts degree candidates in this Department. The handbook describes the MFA in Theatre and Drama, current policies of the Department with regard to admission, course-load requirements, transfer of graduate course credit, program requirements, minimum standards for satisfactory progress toward the degree, semester reviews and specializations.

The information herein reflects current policies of the Department, Graduate Program and the Graduate School; and these are subject to change. Specific questions and concerns regarding the Theatre and Drama Graduate Program can be addressed to the Director of Graduate Studies (DGS) and the Graduate Program Coordinator (Theresa Pillar-Groesbeck).

Applicants and current graduate students are responsible for reading and following these policies. Students should also consult The Graduate School's current Academic Policies and Procedures:

<https://grad.wisc.edu/acadpolicy/>

This includes official statements of Graduate School regulations with which both students and departments must conform. Additional information may also be obtained from the DGS, faculty advisors, the Graduate Program Coordinator, and The Graduate School.

This Handbook provides you with general information about our programs, including requirements, opportunities, and timelines. While it offers an important overview of graduate study in the Department and on campus, it is only a guide. You should stay in close touch with your advisor, the DGS, the Graduate Coordinator, the Department Administrator, and other administrators, professors, and mentors to gain the most from your experience here at UW-Madison.

INTRODUCTION

Welcome to the MFA Graduate Program in the Department of Theatre and Drama at the University of Wisconsin-Madison. The MFA in Theatre and Drama is a three-year terminal degree program that marries the scholarly study of theatre with the practical making of theatre.

The Acting, Costume Design, Lighting Design, Scenic Design, and Theatre Technology specializations serve as part of a comprehensive specialization in theatre, help fulfill the Liberal Arts and artistic missions of the Department, and contribute to interdisciplinary study on the campus. The faculty in Theatre and Drama are leaders in their field. Together they have many credits in all facets of the profession. Their contributions to undergraduate and graduate teaching have been, and will continue to be, through a curriculum that emphasizes (1) professional standards and discipline (2) development of both an articulate artist and collaborator through interrelating studies of theory and practice. We seek to prepare multifaceted actors and designers who are prepared for the needs of the 21st century. While continuing to provide a strong foundation of the art and craft of the theatre, the curriculum will:

- (1) Develop the diverse skills and approaches necessary for young artists entering the profession and to help form a broad basic body of knowledge and technological skills upon which they will continue to draw as their career advances
- (2) Prepare students with the analytical skills and techniques to enable him/her to be an effective collaborator and to analyze, research, and design a range of events within a variety of styles, periods and professional situations
- (3) Develop an understanding of their role in terms of storytelling, language, visual composition and collaboration
- (4) Develop an ability to understand and work with the diverse elements of the companion arts - providing tools to collaborate and interface fluidly with each area
- (5) Develop entrepreneurial skills to develop, devise, and produce work from a variety of genres, which include classical, contemporary and/or social justice
- (6) Facilitate the transition from the academic to the professional world; provide the student with both knowledge of the profession and techniques to enhance the possibilities for success in the profession, and facilitate the initial professional contacts to help make employment possible

OVERVIEW OF SPECIALIZATIONS

MFA in Theatre and Drama (Acting)

The three-year MFA specialization in Acting offers students specialized preparation for careers in professional and educational theatre.

During all three years of the program, students are immersed in the study of acting and directing through integrated programs such as Theatre for Cultural and Social Awareness and Theatre for Young Audiences. Throughout the three years of the program, special focus will be given to fundamental studies, collaboration, and entrepreneurial opportunities preparing students for the changing landscape of the professional theatre.

The first year's foci blends strengthening of fundamentals while exploring the foundation of collaboration and the relationship with audience. In the second year, studio work and performance work places a special focus on both classical and new play development. The work of the third year culminates in a third-year creative project designed by the student in consultation with the student's advisor and an internship bridging the student's academic experience with a professional opportunity for mentoring and exploration. Special courses in areas of interest may be completed during semesters that accommodate elective credits. Throughout the three years, students will perform in two or more University Theatre productions per year on our stages, directed by Department faculty or guest directors.

MFA in Theatre and Drama (Costume Design)

The three-year MFA specialization in Costume Design aims to produce professional costume designers who can bring the art of costume design based on script analysis and character interpretation and a broad and deep knowledge of the craft of costume design based on period and modern style, costume construction, painting and craft work to the collaborative table. Artistry that is conceptual and research-based, graphic communication which is verbal and visual and collaborative skill development are stressed, along with drafting/ draping/ construction skill development.

Candidates will have the opportunity to explore various genres and styles of theatre through projects and practical work as both designers and assistant designers. Collaborative experiences as well as classwork shared with all specializations reinforce the development of a broad approach to design.

MFA in Theatre and Drama (Lighting Design)

The three-year MFA specialization in Lighting Design trains students in the art and craft of lighting design for theatre, opera, dance and other aspects of the entertainment business. The specialization is designed to give students skills that will enhance their growth as artists through a combination of studio classes, one-on-one mentoring and production assignments. Traditional design practices are combined with new technology and innovations to give the student the best

preparation possible for work in the professional world. Emphasis is placed on presentation, communication and collaborative skills.

A working knowledge of the history and literature of the theatre, art history, and the other design disciplines is important to the development of an enlightened design aesthetic, thus additional course work in these areas is encouraged. Each student will have the opportunity to practice their craft by designing numerous productions and participating in all phases of the production process while attending the University of Wisconsin – Madison. Field trips, equipment demonstrations and visiting lecturers and guest artists also complement classroom study.

MFA in Theatre and Drama (Scenic Design)

The three-year MFA specialization in Scenic Design proposes an exploration of ideas, styles, and creative solutions to problems posed by scripts and literature from theatre, TV and film productions and many current entertainment ventures. Scene Design is the process of transformation. It transforms theatrical literature into dimensional performance space. The process melds dramatic imagination and aesthetic sensibility within a collaborative framework of interaction with director and fellow designers. Emphasis is placed on strengthening the efficient creative thinking and the abilities of effective communication in both the collaborative and technical aspects, with attention to art history and master work study, script analysis, concept development, contemporary design and presentation technology.

The curriculum is focused on providing rich content in theatre, art and design history and period style to nurture students' creative minds and effective presentation skills to train students' hands that is balanced between the traditional studio graphic skills with the up to date digital technologies. The goal is to create a generation of active and influential designers in the field of the entire entertainment industry through this rigorous professional training program.

MFA in Theatre and Drama (Theatre Technology)

The three-year MFA specialization in Theatre Technology endeavors to graduate competent and articulate technical designers and managers. Rigorous coursework, coupled with ample production opportunities, provides students with experience in the methods, materials, and research used by modern entertainment technicians. Additional emphasis is given to skill enhancement in the areas of communication, organizational planning, technical management, and problem solving. Students are encouraged to take courses in engineering, business, and theatrical design along with the required technology curriculum.

The specialization emphasis is professional, but students interested in a teaching career can supplement their professional training with opportunities for classroom teaching, if desired.

RECRUITMENT, ADMISSION AND RETENTION

Recruitment of interested students will be conducted through U/RTA interviews held nationally. Additional interviews for the Design and Technology specializations will be held at LiNK and USITT. Applicants are also encouraged to apply directly to the University.

Admission of MFA students in Theatre and Drama is based on a minimum GPA of 3.0, the strength of the interview, supporting materials such as portfolios, written statements and letters of recommendation. A campus visit and on-site interview/portfolio presentation is strongly encouraged.

Retention in the program requires students to maintain a minimum GPA of 3.0, demonstrate substantial progress in class work, exhibit satisfactory participation and growth in production work and display professional competence. At the completion of each semester, students will participate in oral evaluations by the faculty. See **Reviews** for additional specific information.

A student may be placed on probation if they fail to meet any of the criteria listed above. A student placed on probation will receive a letter from the DGS outlining the area(s) requiring improvement and a timeline with benchmarks that need to be met by the student in order to be removed from probation.

If the student fails to meet the specified benchmarks, they may be asked to leave the program. Students who successfully complete this probation will return to good standing in the program.

GRADUATE SCHOOL MINIMUM REQUIREMENTS

To make progress toward a graduate degree, students must meet the Graduate School requirements in addition to the requirements of the department or program. See department or program *Criteria for Satisfactory Progress*.

Grade Requirements

The Graduate School requires an average grade of B or better in all course work (300 or above, not including research credits) taken as a graduate student unless conditions for probationary status require higher grades. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester.

Probation Policy

The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

BACKGROUND COURSE REQUIREMENTS

To qualify for MFA graduate Study in Theatre and Drama, a student generally must have a BS, BA, or BFA with the following course work:

- Two Semesters of Dramatic Literature or Theatre History
- Two Semesters of Theatre Production or Performance

TRANSFER CREDITS

Graduate coursework from other institutions:

With program approval, students may count no more than 18 credits of graduate coursework from other institutions.

UW-Madison Undergraduate:

With program approval, students may count up to seven credits numbered 300 or above.

UW-Madison University Special:

With program approval, students may count up to 15 credits numbered 700 or above if difference in tuition is paid.

The student should submit a request to their advisor and the DGS for acceptance of transfer credits. The student's advisor will work with the DGS and Graduate Faculty to evaluate requests for transfer credit. Once a decision has been made, a copy of the approval will be given to the student.

REQUIREMENTS AND CURRICULUM

Choosing an Advisor

The Graduate School requires every graduate student to have an academic advisor. The advisor is the primary contact person within the Department, and the faculty member who will guide the student most closely through his/her degree program.

The DGS and the Graduate Coordinator continue to serve as the liaison between the Graduate School and graduate students, working closely with the student's advisor on such issues as graduation requirements. **Students are responsible, however, for making sure they are on track, meeting deadlines, and filling out appropriate applications.** Students must take the initiative to get through the program administratively by staying informed about both Graduate School and departmental requirements.

Should a conflict arise, the student has the right to request a change of advisor. Such a request should be submitted to the DGS.

Design and Technology students are usually assigned the Head of their specialization as their advisor.

Acting students work with the Head of the Acting specialization during their first semester in the program. In addition to meeting with the head of the specialization to plan their course schedule, students begin to discuss possibilities for a permanent advisor. To be well-informed about the faculty available to guide their long-term research, students are encouraged to take courses with as many Acting faculty members as possible during their first year.

Acting students are required to select an advisor by the end of the spring semester of their second year, and should reflect carefully on the best fit with their own interests. After a student has chosen an advisor, he/she should write a memo to that faculty member confirming the agreement, with copies to the DGS and the T&D Graduate Coordinator.

Learning Goals

In addition to the Learning Goals of the Graduate School, the faculty of the MFA Graduate Program in Theatre and Drama have identified the following discipline – specific goals for students in the program:

- (1) Exhibits exceptional skill and professional competence in theatre practice exemplified by a knowledge and achievement signified by a large body of work.
- (2) Applies advanced analytical levels of inquiry and investigation in the creation, performance, production, or communication of theatre practice.
- (3) Possesses a broad knowledge of theatre literature as well as visual and cultural history and applies that knowledge to the production process.
- (4) Demonstrates the requisite artistic and technical skills to meet professional standards.
- (5) Formulates ideas, concepts, designs, performances and/or techniques that advance the field.
- (6) Articulates complex ideas in a clear and understandable manner.
- (7) Recognizes and applies principles of ethical and professional conduct.
- (8) Collaborates effectively, creatively, and generously through respect for the contributions of others.

MFA Program of Study

Courses numbered 300 and above count toward a graduate degree.
Courses numbered from 301-699 carry both undergraduate and graduate credit;
courses numbered from 700-900 and up carry graduate credit only.

Minimum Required Credits for Graduation = 75 credits

Core Program Course Work Taken by All MFA Students = 33 credits

06 Credits of Theatre History/Literature/Criticism

03 Credits of Script Analysis

03 Credits of Directing

03 Credits of “The Business of Acting” or” The Business of the Business”

12 Credits of Production

06 Credits of Thesis

Specialization Course Work

Acting (42 Credits)

12 Credits of Acting

12 Credits of Movement

12 Credits of Voice

06 Credits of Electives

Costume Design (42 Credits)

09 Credits of Design

03 Credits of Drafting

06 Credits of Period Dress and Décor

06 Credits of Collaborative Studio

06 Credits of Skills (Crafts) Course Work

12 Credits of Electives

Lighting Design (42 Credits)

- 09 Credits of Design
- 03 Credits of Drafting
- 06 Credits of Period Dress and Décor
- 06 Credits of Collaborative Studio
- 06 Credits of Skills Course Work
- 12 Credits of Electives

Scenic Design (42 Credits)

- 09 Credits of Design
- 03 Credits of Drafting
- 06 Credits of Period Dress and Décor
- 06 Credits of Collaborative Studio
- 09 Credits of Skills Course Work
- 09 Credits of Electives

Theatre Technology (42 Credits)

- 12 Credits of Technical Design
- 03 Credits of Drafting
- 09 Credits of Technical Management
- 03 Credits of Collaborative Studio
- 15 Credits of Electives

Reviews

MFA students will be reviewed each semester by portfolio and/or oral examination. Students may be placed on probation if program faculty determine that they are not meeting the expectations of their specific specialization requirements.

Design and Technology Students

Fall Portfolio Reviews

The Fall Reviews consist of a formal portfolio presentation. This also is accompanied by an oral review of your semester's work: class work, production work and teaching. You will receive more specific information during the semester. They typically occur during the designated "Study Day" at the end of the semester.

Spring Portfolio Reviews

The Spring Reviews consist of an U/RTA- like display of your best work of the semester exhibited for public display. This is also accompanied by an oral review of your semester's work: class work, production work and teaching. You will receive more specific information during the semester. They typically occur during the second week of the run of the final show of the semester.

Prior to each semester's review you will also submit a resumé and a "Sliding Bar Report" containing the following information:

- Courses taken, with a narrative about each course
- Courses taught, with a narrative about each course
- Production work with a narrative
- Log of hours of your TA Assignment
- Current Projects
- A statement that encompasses your strengths/weaknesses and reflection on the past semester
- If graduating, a look back on the six semesters you have spent here

Production Requirement

Design and Technology Students

Students in the Design and Technology specializations are required to participate in production work every semester including the thesis semester.

Production assignments may involve:

- Designer
- Assistant/Associate Designer

- Technical Director
- Assistant Technical Director
- Property Designer
- Scenic Artist
- Master Electrician
- Master Carpenter

Additional production opportunities will vary based on ability, assessment, availability, and number of students in the specialization. Students will likely have concurrent production assignments to provide a “true to life” production experience.

Acting Students

Students in the Acting specialization are required to audition for University Theatre Productions each semester.

Additional production opportunities will vary based on ability, assessment, availability, and number of students in the specialization. Students will likely have concurrent production assignments to provide a “true to life” production experience.

Thesis/Final Creative Project

Thesis Committee Composition

Committees must be comprised of a minimum of four members, chaired by your advisor. At least two additional UW-Madison faculty must be part of the committee, with a fourth member being either faculty or instructional professional staff. (Please note that any one faculty member may be overloaded with overseeing too many projects, so your first request may or may not be possible. We will do the best we can to accommodate.)

Thesis Time Line

You will be advised of exact due dates by your advisor.

Year 2 Spring Semester

- Decide what your Thesis/Creative Project will be.
- Acting MFA's select an advisor (Thesis Committee Chair).

Year 3 Fall Semester

- A formal invitation to the members of your thesis should be made and confirmation received.
- The Graduate Faculty must approve your committee selection.
- Deadline for having outlined your project with your advisor and set a calendar for meeting together and monitoring your project.

Year 3 Spring Semester

- Confirm the date of your Thesis Defense with members of your committee
- Inform the Graduate Coordinator of the title of your Thesis/Creative Project, any changes to your committee membership and date/time of your Thesis Defense.
- The Graduate Coordinator will request a Degree warrant with the Graduate School.
- The Graduate Coordinator will book the Conference Room for your Defense (allow 2 hours).
- Your thesis is due to your thesis chair no later than four weeks prior to your defense and to your committee members, no later than two weeks prior to your defense.

Thesis/Creative Project Format

Information about preparing and depositing your thesis can be found at <http://grad.wisc.edu/currentstudents/mastersthesis>.

The document should be cited in MLA format.

Thesis/Creative Project Content

Acting – Final Creative Project

The final creative project for actors in the MFA acting specialization at UW-Madison is purposefully wide in scope to encompass the possibility of focusing on any particular interests and/or experiences within the art and craft of acting. Students may choose to write about processes in rehearsals and performances of one or more productions in which they played major roles, explore in performance and research a particular acting style or genre, explore the relationship of acting and the teaching of acting, explore in depth one or more established or experimental actor training methods, etc. The final creative project may be only a written document (in which case, of course, this document must be particularly detailed and complete) or it may consist of a live and/or recorded performance with an accompanying written paper giving context to the visual performance presented. There is not a page limit, but please be aware of the fact that this is your major culminating project for your M.F.A. degree and as such, it must be professional and complete in scope. Please consult your advisor (or any faculty member in Acting) for more information.

Design - Thesis

The MFA thesis in Costume, Scenic or Lighting Design may either be a creative research thesis or an analytical research thesis. In either instance, the goal is to articulate and synthesize the knowledge, skill and ability gained over the three year course of study. The manuscript requires a minimum of 75 pages of text excluding acknowledgements, abstract, appendices, bibliography and supporting documentation.

Theatre Technology – Thesis

The MFA Thesis in Theatre Technology is a practical/quantitative research thesis. The goal is to explore new technology or technical solutions, to document and articulate the research, and synthesize the knowledge into a cumulating article fit for publication in a trade journal/magazine. The manuscript requires a minimum of 50 pages of text excluding acknowledgements, abstract, appendices, bibliography, abstract, and supporting documentation.

Thesis/Creative Project Oral Defense

The format of the defense may vary slightly, but follows this general pattern:

Design students make a final portfolio presentation. All candidates make an opening statement. Then, led by the chair, the committee asks a series of questions regarding the document. When the committee is satisfied, the candidate will be asked to leave the room while the committee deliberates. When deliberation is concluded, the candidate will return to the room and hear the committee's decision. The following are examples of what can happen:

Pass, no changes to the document – the entire committee signs off on the document and the candidate may deposit it.

Pass with minor changes – the members of the committee sign off, but the chair does not until corrections are made.

Pass with major changes – several members of the committee may wish to see a revised version of the document before signing.

Fail – the document is not approved.

The DGS, your advisor and the Graduate Coordinator can advise you on the various options for completing the document and graduation.

Summer Work

Some summer work is available with University Theatre. Please notify your advisor of your interest in the fall semester. Students are also encouraged to seek professional work and/or internships away from Madison during the summer months.

Internships

Off-campus internships under professional conditions are strongly recommended. We will work with students to identify these opportunities and help facilitate them.

Outside Work

We believe that you should get the most out of your time here at UW-Madison. The campus and community offer numerous opportunities to engage in additional creative and collaborative work. However, please keep in mind that your class work, production work and teaching assistant obligations come first and are the criteria by which you will be assessed.

All outside work must be approved before you commit to it. This helps us gauge your workload, help you manage your time, and hopefully prevent illness and burnout in pursuit of your degree.

Students should submit a request to their advisor and the DGS.

FINANCIAL SUPPORT

Teaching and Project Assistantships

The Department of Theatre and Drama supports its graduate students as much as possible through Teaching, Research, and Project Assistantships. It is our policy to provide assistance, when available, for up to three years to MFA students.

All TA/PA appointments are awarded on a competitive basis as yearly appointments. In some exceptional cases, an award may be guaranteed for more than one year.

All Teaching Assistantships at UW-Madison involve instruction in a classroom or lab environment. Department of Theatre and Drama Assistantships are at a .334 percentage – this translates to approximately 240 hours per semester per year. All TAs are provided with a workload description at the beginning of the academic year that details their commitment. The assistantship includes a full tuition waiver plus a stipend of approximately \$10,453.23 for 2016-2017.

Students are responsible for segregated fees and other special fees. All TAs are members of The TAA “Teaching Assistants’ Association” - the union which represents the teaching assistants and receive full health insurance for a small monthly fee. For more information see the TAA website: <http://www.taa-madison.org/> and <http://www.ohr.wisc.edu/benefits/new-emp/>. Representatives of the TAA will meet with the graduate students during the Welcome Week activities.

Teaching Assistant assignments may vary from year to year. Assistantships are **currently** associated with the following classes and associated labs:

- Theatre and Drama 160 “Introduction to Technical Production”
- Theatre and Drama 161 “Backstage Lab I”
- Theatre and Drama 162 “Theatre Production Laboratory”
- Theatre and Drama 361 "Backstage Lab II"
- Theatre and Drama 363 “Principles and Practices of Costume Design”
- Theatre and Drama 366 “Stage Lighting Design I”
- Theatre and Drama 357 “Theatre for Cultural and Social Awareness”
- Theatre and Drama 370 “Drafting for the Theatre”
- Theatre and Drama 561 "Backstage Lab III"

Scholarships

In addition to the longer-term support outlined above, the Department offers more modest support in the form of scholarships and/or readerships.

The Department awards several scholarships each year. For information on these awards, please visit <http://theatre.wisc.edu/scholarships/general-information/>. Information on applying for these scholarships will be sent via email to your wisemail address once the application period is open. Should you have questions, please contact Mel Menard (mmenard@wisc.edu).

Readers are hired on an hourly basis to assist faculty members in grading papers for large lecture courses with 40-60 students. These are ad hoc appointments.

Research Travel Awards and Conference Presentation Grants

The Graduate School offers competitive awards of approximately \$600.00 or \$1200.00 (domestic) or \$1500 (international) for travel to conferences at which students are presenting and for necessary research-related travel. The 2016-2017 competition opens on August 3, 2016. Applications are accepted on a rolling basis with multiple reviewing deadlines. The 2016-2017 application closes on April 30, 2017.

Please visit <http://grad.wisc.edu/studentfunding/grantscomp> for additional information.

Additional Graduate Support

The Graduate School offers competitive awards to eligible graduate students. Funding support for graduate school at the University of Wisconsin-Madison largely takes the form of graduate assistantships, fellowships, and traineeships. Other sources of funding for students include employment in the community and loans from the Office of Student Financial Aid.

Please visit <http://grad.wisc.edu/studentfunding/currentstudents> for additional information.

TIME TO DEGREE

Graduate degrees are awarded, in part, for completion of current coursework. Students who break enrollment from their graduate program may risk losing all credits earned prior to their absence. MFA degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence.

It may be possible to get an extension on the five-year rule for completion of the program. Petitions for an extension need to be made to the Graduate School and are subject to current policies. Please consult with the Graduate Coordinator and the DGS for further information.

The MFA in Theatre and Drama follows a three-year cycle with a sequential curriculum. Only in exceptional circumstances will the faculty approve a variance in this time frame.

GRADUATION

You must meet both program and the Graduate School requirements for graduation. It is your responsibility to notify your graduate program coordinator by the deadline of your intention to graduate. Your program must request your

degree warrant **a minimum of three weeks before your defense/exam or the degree deadline**. Please see Theresa Pillar-Groesbeck (gradsec@theatre.wisc.edu) for information on requesting a degree warrant.

Degree deadlines can be found at <http://grad.wisc.edu/currentstudents/degreedeadlines/>. Make sure you read and understand these important dates!

TRANSCRIPTS

The Registrar posts degrees on official transcripts approximately four to six weeks after the end of the semester. You can order transcripts at the Office of the Registrar. Information on ordering transcripts can be found at: <http://ordertranscript.wisc.edu/>

DIPLOMA

The Office of the Registrar will send your diploma to your DIPLOMA address approximately 12 weeks after degree conferral. Update your Diploma address via My-UW prior to leaving campus. International students: you **MUST** enter your DIPLOMA address via My-UW to receive your diploma.

INTERNATIONAL STUDENTS AND TRANSCRIPTS

If you wish to have your diploma sent to an address outside of the U.S., tell the Registrar ahead of time at 333 East Campus Mall #10101. Certification letters are always sent by air mail.

USEFUL ON-LINE RESOURCES

University Websites

The Graduate School at UW-Madison website: <http://www.grad.wisc.edu/>

Offices of the Dean of Students website: <http://www.students.wisc.edu/doso/>

The Grad. Student Life website: www.grad.wisc.edu/education/gradstdntlife/index.html

The Registrar's Office website: www.registrar.wisc.edu

The Department of Theatre and Drama website: www.theatre.wisc.edu

The University Library: www.library.wisc.edu

The Writing Center: www.wisc.edu/writing

Teaching Assistants Association of UW-Madison: <http://www.taa-madison.org/>

UW Student Employment Opportunities:

<https://jobcenter.wisc.edu/>

Payroll Service and Benefits Services: <http://www.bussvc.wisc.edu/ecbs/>