

Registration Information:  
State-Tuition Advanced Practice Graduate Certificate Programs

- Pediatric Clinical Nurse Specialist
- Pediatric Nurse Practitioner-Primary Care
- Pediatric Nurse Practitioner-Acute Care
- Psychiatric Mental Health Nurse Practitioner

These programs are eligible for use of the UW/Washington State employee tuition waiver benefit.

- Refer to registration instructions here: <https://registrar.washington.edu/course-registration/how-to-register/register-through-myuw/>.
- To avoid a late fee, register PRIOR to the first day of the quarter: Refer to the [UW Academic Calendar](#). As long as you are registered for at least one course prior to the start of a quarter, for a limited window once a quarter has started, you are able to make changes to your course enrollment without penalties.
- The one exception is UW or Washington State employees who intend to use a tuition waiver benefit. You must wait for the 3<sup>rd</sup> or 4<sup>th</sup> day of the quarter to register. In addition, 2 weeks prior to the start of each quarter, you must submit a Tuition Exemption Request Form to the UW Registration Office. Please refer to: <https://registrar.washington.edu/course-registration/state-employee-tuition-exemption/> for more information about the tuition exemption program.
- Once you have registered your tuition and fee balance will appear on your MyUW page. Payment of tuition and fees can be made online with a credit card and is typically due by the end of the 3<sup>rd</sup> week of the quarter (see [UW Academic Calendar](#)).
- For information about tuition and fee payments, including alternative ways to pay tuition and fees and, if you are receiving it, disbursement of financial aid to cover these costs, refer to Pay Tuition & Fees: <https://finance.uw.edu/sfs/tuition/payment>. For questions about 3<sup>rd</sup> party payment of tuition and fees, refer to: <https://finance.uw.edu/sfs/schol/thirdparty>.
- To find the current estimated costs for your program, look at your program Costs page:
  1. Go to the [School of Nursing website](#)
  2. Choose Academic Programs at top of page
  3. Select Graduate certificates
  4. Look for your program in the list
  5. Select "Costs"

If you will be using a tuition waiver benefit, and have questions about your tuition and fees, you may email Student Fiscal Services: [sfshelp@uw.edu](mailto:sfshelp@uw.edu).

- To determine which classes you should register for, please refer to the curriculum grid for your program:

To access your curriculum grid:

1. Go to the School of Nursing website
  2. Choose Academic Programs at top of page
  3. Select Graduate certificates
  4. Look for your program in the list
  5. Select "Classes"
  6. Download the curriculum grid
- To find times, location, etc. for your courses you should refer to the Seattle (Campus) Time Schedule: <https://www.washington.edu/students/timeschd/> . Choose the correct quarter and then select Nursing.

If you have questions about your program curriculum or courses, please contact your faculty track lead below:

Track	Faculty Track Lead	Contact information
Pediatric Nurse Practitioner-Primary Care/Pediatric Nurse Practitioner-Acute Care/Pediatric Clinical Nurse Specialist	Jennifer Sonney	<a href="mailto:jsonney@uw.edu">jsonney@uw.edu</a>
Psychiatric Mental Health Nurse Practitioner	Jean Tang	<a href="mailto:jeantang@uw.edu">jeantang@uw.edu</a>

If you have any questions about registration, please contact the UW Registration Office at 206-543-8580, Monday – Friday, 8am to 5pm.