



## ADVISING & CAREER CENTER

WYLLIE D175 PHONE: 262-595-2040, FAX: 2181

# Checklist for Transfer/New Students

- Get your **student ID** (“Ranger Card”) at the Admissions Office (Student Center D105) or Cashier’s Office, (Wyllie D193)
- Get a **parking permit** (after you receive your student ID) from the University Police Dept (east side of Tallent Hall 188) or order it on-line and have it charged to your student account. Log into your solar account, on the self service page, select the purchase parking permit link which is under finances.
- Schedule an appointment with your **major advisor** and/or with the **teacher education advisor**. *Have you filled out a “plan declaration” for your major?*
- Have you completed all your General Education and Skill requirements? Your **DARS** report can be generated by your advisor. (If you need to take **Placement Tests** in math, english, or foreign language, check the UWP website (Keyword: Placement Test) for full information.
- For questions about your transfer credit evaluation Contact **Student Records** , (Wyllie D187, x2281).
- Activate your **Rangermail account** first by clicking on “*UW-P E-mail*” @ [www.uwp.edu](http://www.uwp.edu). Then synchronize your email accounts at “Manage your accounts link”.
- Register on-line** ([www.uwp.edu](http://www.uwp.edu)) using your SOLAR ID and password.
  - If you don’t have your SOLAR info, see the *Help Desk* in the Computer Lab downstairs in the Library (Wyllie D150, x2444).
  - If you run into a problem registering for a particular class because the system indicates you haven’t met the requirement.
    1. Do you have any holds on your records (advising, cashier’s office, housing, campus police, library, etc.)?  yes  no
    2. Have you met the course requirements? (i.e. prerequisite, grade C- or better, junior standing)  yes  no
    3. Have submitted your final official transcript for an “in progress” course?  yes  noYour answer was “no” to all 3 questions, contact the Registrar’s Office (Wyllie D187, x2281)
- Textbooks** may be purchased online from the Campus Bookstore website @ [www.uwpbookstore.com](http://www.uwpbookstore.com), or at the Campus Bookstore in the Student Center, x2301. Hours of operation vary by term so check the website for details.
- Set up your **Support Systems**.
  - The **Advising & Career Center** can help you discover your best choices for majors as well as seek out employment, volunteer and internship opportunities. (Wyllie D175 , x2452). Sign up in RangerTrak (on-line job/intern/volunteer postings) at [www.uwp.edu](http://www.uwp.edu)-**keyword**: Career center, then click on students/alumni and RangerTrak.
  - For individual support, contact the **Counseling Center**, near Tallent Hall, or x2366.
  - Visit the **Tutoring Center** (Wyllie D180, online, or x2044) now to get set up for success.
  - Work with **Disability Services** (Wyllie D175, x2372) now, so that all of your disability accommodations are in place if you need them.
  - Enrich your life while you’re here by staying connected with the **Office of Multicultural Affairs, or OMSA** (Wyllie D182, x2731).
  - Meet other non-traditional students through **PASA, the Parkside Adult Student Alliance**, in their meeting space/lounge (Student Center, x2706).
- Be sure everything is in order for your **Financial Aid**? Check in with them at Wyllie D191, call (x2574), or go on-line through your SOLAR page.

Need a **tour** of the campus? Contact Admissions (Student Center, 262-595-2355)

*Advising forms/checklist for transfer students 7/09*