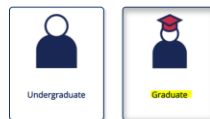


RUSD/KUSD Professional Development – Fall 2022
Online Application and Enrollment Instructions
UW-Parkside

Instructions for Application

1. Start at <https://apply.wisconsin.edu>
2. Click **Create an Account and Get Started**. (If you have previously registered with the online application system, click **Sign in and Resume** and enter your email and password).
3. Fill out all required fields on the registration page and click “Submit.” You will need to agree to the terms regarding personal information by clicking the checkbox.
4. On the next page, click **Start Application**, then click **Continue** on the next page.
5. On the page that reads, “Are you applying for a degree of a few courses?” select **Few Courses**.
6. Complete the questions on the next two pages regarding U.S. citizenship and high school graduation.
7. On the page that reads, “Do you plan to take undergraduate or graduate classes?” select **Graduate**.

DO YOU PLAN TO TAKE UNDERGRADUATE OR GRADUATE CLASSES?



BACK

MY ACCOUNT

8. Complete the question on the next page regarding level of education obtained.
9. You should reach the page that reads, “You are a Graduate Non-Degree Applicant” (see below). Click **Continue**.

YOU ARE A GRADUATE NON-DEGREE APPLICANT

A Graduate Non-Degree applicant has or will have a bachelor's degree (by the time of the course start) and would like to take a graduate level course or two.

BACK

MY ACCOUNT

CONTINUE

10. On the next page, “Where do you want to go?” select **UW-Parkside**, then **Save and Continue**.
11. On the page that reads “Choose Your Program,” select **Graduate special**, then **Save and Continue**.

CHOOSE YOUR PROGRAM

- Applied Bioinformatics Certificate
- Graduate special ⓘ
- Senior Living % Services Leadership Certificate
- Smart City, Policy, and Civic Partnerships Certificate
- Sustainability and Well-Being

BACK

MY ACCOUNT

SAVE AND CONTINUE

12. On the page that reads “When would you like to start school?” select **Fall 2022**, then **Save and Continue**.
13. You should reach the page that reads, “You are applying as a **Graduate student** at **UW-Parkside** for **Fall 2022**” (see below). Click **Next**.

REVIEW YOUR CHOICES

You are applying as a Graduate student at UW-Parkside for Spring 2022 (classes start January 2022).
You have selected Graduate special as your major/program.

BACK

MY ACCOUNT

NEXT

- This information will generate your application. Please enter your personal information as requested. For the section on **Academic Background**, you do not need to enter every university that you have attended for individual or limited coursework; please do your best with the information from your Bachelor's degree institution (and Master's institution, if applicable).
- Once your application has been checked and errors have been corrected (if applicable), digitally sign the application and submit. This will submit the application to the Office of Admissions.

Once the Office of Admissions has received and processed your online application, they will email you a UWP username and activation PIN within 48 to 72 hours. Follow the instructions in the email to activate your username and create a password. Once your account has been activated and you have registered for DUO, our two-factor authentication service, you will be eligible to enroll in the professional development course.

Enrollment in this professional development course requires an individual permission code. Once your account has been activated, you must email the Teacher Education department at teachereducation@uwp.edu to receive a permission code. You will not be able to enroll in the course without this code.

Instructions for Enrollment

- Once you have activated your UWP account, have registered for two-factor authentication, and have received your permission code, log into SOLAR at <https://solar.uwp.edu/solar/signon.html>. (To reach the SOLAR login page, you can also go to <http://www.uwp.edu>, click "Logins" at the top right, and click on the SOLAR logo.) Enter your UWP username and password to log in.
- On the left menu bar, click on "Self Service"; the menu will expand.
- Next, click on "Enrollment."
- Finally, click on "Enrollment: Add Classes."



- Under the **Term** menu, select "Fall 2022-2023". If the **Term** has already been selected for you, proceed to Step 6.
- In **Class Search** section, choose **Professional Development** from the **Subject** menu and enter **595** in the **Course Number** box.
- The course will appear on the screen. **The course number is PDEV 595 and the title is Educators Workshop.** Be sure that 1.00 units is selected from the dropdown menu. Enter the Permission Code that you received via email into the **Permission Nbr** box and click the green "Next" button. This will add the class to your shopping cart.

Add Classes 1 - 2 - 3

1. Select classes to add - Enrollment Preferences

Fall 2016-17 | Undergraduate | Univ of Wisconsin-Parkside

PDEV 595 - EDUCATORS WORKSHOP

Class Preferences

PDEV 595-V01 Lecture ● Open Permission Nbr

Session Student Teaching 1 Grading Grades

Career Graduate Units 1.00

Enrollment Information

- Instructor Consent Required to enroll in this class
- Junior standing (or above)

Section	Component	Topic	Days & Times	Room	Instructor	Start/End Date
V01	Lecture	Attn Def/Hyperactivity Disordr		TBA	Nancy Whitaker	09/07/2016 - 12/16/2016

8. This will take you to your shopping cart and will show that you have selected the course. Once the course appears in your shopping cart, click the green "Proceed to Step 2 of 3" button to check out on the Confirm Classes page.

Search Plan **Enroll** My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1 - 2 - 3

1. Select classes to add

To select classes for another term, select the term and select Change.
When you are satisfied with your class selections, proceed to step 2 of 3.

✔ PDEV 595 has been added to your Shopping Cart.

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● Open ▲ Wait List

Add to Cart: **Fall 2016-17 Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="button" value="x"/>	PDEV 595-V01 (2397)		TBA	N. Whitaker	2.00	●

Find Classes

Class Search

9. On the Confirm Classes page, once you have read the university Terms and Conditions, check the "Yes" box, and then click the green "Finish Enrolling" button.

Search Plan **Enroll** My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1 - 2 - 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2016-17 | Undergraduate | Univ of Wisconsin-Parkside

● Open ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PDEV 595-V01 (2397)	EDUCATORS WORKSHOP (Lecture)		TBA	N. Whitaker	2.00	●

Please Click the links below to read and print the UW-Parkside Terms and Conditions of Financial Responsibility and Image Release.

[Terms and Conditions for Financial Responsibility](#)
[Terms and Conditions for Image Release](#)

Agreement Date 08/01/2016

Yes, I have read and agree to the Terms

10. You will come to the View Results page, which will list the classes with a green checkmark in the Status column next to each course to indicate successful enrollment. Congratulations! You are done.

Class	Message	Status
PDEV 395	Success: This class has been added to your schedule.	✔

11. If your View Results page lists your courses with a red X in the Status column next to one or more courses, you are **not** successfully enrolled in those course. Please return to Step 7, try selecting the course again, and check that you have entered the correct permission numbers. If you have entered the correct permission number and are still unable to the course, please email teachereducation@uwp.edu with a description of the problem and you will be sent a new permission number.