

HOW TO ENROLL IN A PACC COURSE

You will need to enroll in the PACC course as soon as possible after admission.

WHERE DO I START?

- You will enroll in the PACC course through your SOLAR account by adding the course to your schedule.

HOW DO I KNOW WHICH COURSE TO ADD?

- To find the course that you are enrolling in please go to the [Course Schedule](#) on the UWP website and select the Advanced Search tab.
- Select the correct term that you will be taking the course.
- Leave Career blank.
- Leave Show blank.
- Pick the subject of your course (i.e. POLS, CHEM, MATH, HIST)
- Click the green Advanced tab at the bottom of the window.
- Scroll down until you see the course you are taking. (Hint: the course description will say for PACC students only and on the far right of the table your high school will be listed.)
- Write down the course number (i.e. HIST 126) and the 4 digit ID number below the course number. These are the 2 numbers you will need in order to enroll in the right class.

HOW DO I ADD A COURSE IN SOLAR?

- Here is a link to adding a course in SOLAR: <https://www.uwp.edu/live/offices/registrarsoffice/adddrop.cfm>
- Enrollment in PACC courses **must be completed with a permission number**. A permission number can only be used one. Follow the steps to adding a class above, after selecting the class you will see a box at the top of the screen under Class Preferences where you can enter your Permission Number.
- Your permission number will be emailed to your UW-Parkside Ranger Mail account – you must check this email to get your permission number.
- The process below also describes the enrollment steps:

How to Add a Class

Log into your SOLAR account. You will be taken to your Student Center home page.

The screenshot shows a student portal dashboard with several sections:

- Academics:** Includes links for Search, Plan, My Academics, Add a Class (highlighted with a black arrow), Admin Text Opt, and a dropdown menu for "other academic...".
- Upcoming Schedule:** A table with columns for Class and Schedule.
- Search For Classes:** A green button.
- Holds:** A section indicating "No Holds".
- To Do List:** A section with a "more" link.
- Milestones:** A section indicating "No Milestones".
- Enrollment Dates:** A section with a link for "Open Enrollment Dates".
- Advisor:** A section for "Program Advisor" showing "None Assigned".
- UW-Parkside Links:** Includes links for "UW-Parkside Homepage" and "Ranger Mail".
- Scholarships and Financial Aid:** Includes links for "UWP Financial Aid Home Page", "UWP Loan Information", and "NSLDS Student Access Website".
- Cashier's Office:** Includes links for "Cash Course" and "Payment Plan".
- Finances:** Includes sections for My Account, Financial Aid, and Tax Information.
- Personal Information:** Includes sections for Demographic Data, Emergency Contact, User Preferences, and Contact Information.

- Under the Academic heading in your menu find the add a Class link. Click this link.
- This should take you to another screen, where you can click on the term you are taking the PACC course and then click Continue.

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.

Fall 2018-19 | Graduate | Univ of Wisconsin-Parkside

The screenshot shows the "Add to Cart" interface with the following elements:

- Legend:** Green circle for Open, Blue square for Closed, Yellow triangle for Wait List.
- Add to Cart:** A section with "Enter Class Nbr" and an "enter" button.
- Find Classes:** A section with "Class Search" selected and a "search" button.
- Fall 2018-19 Shopping Cart:** A section with the message "Your enrollment shopping cart is empty."

- Click the search tab and you can enter in a course number or search by subject.
- Select the course subject (i.e. History) and then click the search button which will bring up a list of classes being offered within that subject for your chosen semester/term.

Locate the class you wish to take in this list, then click the small "Select Class" button next to the class status. You'll know a class is open when a green circle appears next to the course.

The following classes match your search criteria Course Subject: **History**, Course Number is exactly '126', Show Open Classes Only: **Yes**

Open
 Closed
 Wait List

[Return to Add Classes](#)

class section(s) found

▼ HIST 126 - WORLD HISTORY I: FROM ANTIQUITY TO 1300

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status		Books
2631	H91-LEC PACC 1	TBA	WALDEN III HS	Peter O'Shea	09/04/2018 - 01/18/2019	<input checked="" type="radio"/>	<input type="button" value="select"/>	<input type="button" value="Books"/>

- Select the course to view more details and then add to your enrollment cart. Which will take you to the following screen:

1. Select classes to add - Enrollment Preferences

Fall 2018-19 | Graduate | Univ of Wisconsin-Parkside

HIST 126 - WRLD HIST I: ANTIQUITY TO 1300

Class Preferences

HIST 126-H91 Lecture Open **Permission Nbr**

Session Parkside Access College Cr 1 **Grading** ABC/NC Grading

Career Undergraduate **Units** 3.00

Enrollment Information

- Instructor Consent Required to enroll in this class

Section	Component	Days & Times	Room	Instructor	Start/End Date
H91	Lecture		WALDEN III HS	Peter O'Shea	09/04/2018 - 01/18/2019

NOTES

Class Notes PACC STUDENTS ONLY. Consent of instructor required. Meets Walden III HS, Racine.

YOU ARE registering for a restricted class needing instructor permission: follow the steps to adding a class, after selecting the class you will see a box at the top of the screen under Class Preferences where you can enter your Permission Number given to you by your instructor or Denise Olstinske.

- Enter your permission number. Each permission number may only be used once and is a unique number. If for any reason your number does not work contact Denise Olstinske at pacc@uwp.edu for a new one.
- Once your permission number is entered click next.

You will need to agree to the financial terms by clicking a box in the center of your screen to complete your enrollment.

Once completed you will be enrolled in the course.

Congratulations! You are now a college student!