

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 <u>Course Schedule</u> 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 you 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: <u>https://www.uwp.edu/live/offices/registrarsoffice/adddrop.cfm</u>
- 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.

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- 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.



- 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.

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• 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											
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H91 Lecture	WALDEN III HS	Peter O'Shea	09/04/2018 - 01/18/2019								
NOTES											
Class Notes FACC STUDENTS ONLY. Consent of instructor required. Meets Walden III HS, Racine.											

<u>YOU ARE registering for a restricted class needing instructor permission</u>: 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!