APPLICATION GUIDE
This guide contains detailed steps on how to apply online to take PACC courses through UW-Parkside.

All PACC applicants must submit the following items:
1) Online application at apply.wisconsin.edu
2) Official high school transcripts
3) PACC Program Form

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New Users: Registering

Follow these steps if you have NOT used the UW System application site before; returning users, skip to the “Returning Users” section.

1. Navigate to **apply.wisconsin.edu** in your web browser and click the blue “Register as new user” button.

   **NOTE:** You are creating an account that will be used to fill out your Parkside PACC application and can be used in the future to apply to any UW institution.

   ![University of Wisconsin Online Application](image)

2. Fill out the required fields on the user registration form.

   ![University of Wisconsin Online Application: User Registration](image)

   Record your login id and password somewhere safe.
   Follow password creation requirements.

Continued on next page
After hitting “Save New Registration,” log in and go to the “Create a New Application” section of this guide on page 5.
Existing Users: Logging In

If you used the site previously, log into your account at apply.wisconsin.edu.

It is important to use your existing account; this is used to link previous files to your application and saves time in completing the application!

To recover your username and/or password, use one of the following options:

- Use the “I can’t remember my login ID” and/or “I can’t remember my password” option(s).

- Call UW Help at (800)442-6459. Staff members are available to assist applicants Monday through Friday from 8am to 6pm.

After logging on, go to the next section, “Create a New Application” on page 5.
Create a New Application

Once you have registered and/or logged in, it is time to create a new application. Follow the steps below to access the PACC application.

After logging in, you should see a left navigation bar with multiple links. This is what you will use to apply. Follow the step by step instructions below.

1. Click the “Create a new application” link.

2. For Applying To, select “UW-Parkside” and click “Next.”
3. For Citizenship, **select your response**, and click “Next.”

**Citizenship:**

Are you a U.S. Citizen?

- Yes
- No
- Other


**High School/Secondary School/GED/HSED/Home Schooled:**

- Not yet completed (no high school diploma/HSED/GED yet)
- Already graduated (have high school diploma/HSED/GED)

5. For Post-Secondary Education, select **whether or not you have taken or will complete college coursework before enrolling in PACC** and click “Next” This **DOES NOT** include AP, IB, or CLEP courses.

**Post-Secondary Education:**

- No college courses
- Some college courses [taken or will take before enrollment - do not include AP, IB, or CLEP courses]

**NOTE:** If you have already earned a high school diploma, HSED, or GED, you are not eligible for the PACC program. Call (262)595-2355 for questions.
6. For Reason for Applying, select “High School Special/Visit Student (not seeking a degree from UW-Parkside)”, and click “Next.”

Reason for Applying: 
- Undergraduate degree
- 100% online undergraduate degree
- Certification at the undergraduate level
- High School Special/Youth Options/Course Options/PACC
- Undergraduate Special/Visitor Student (not seeking a degree from UW-Parkside)

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7. For Applying As, select Parkside Access to College Credit (PACC), and click “Next.”

Applying As: 
- High School Special
- Youth Options
- Course Options
- Parkside Access to College Credit (PACC)

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8. For Term, select the term you wish to apply for (for example, fall 2017) and click “Next.”

Term:
- Select a value -

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9. This will bring you to your summary. **Review your summary and click “Continue.”** An example is shown below.

**NOTE:** Citizenship, visa, post-secondary education, and term may vary from the example below depending on what information you provided.

### Summary:

<table>
<thead>
<tr>
<th>Applying to:</th>
<th>UW-Parkside</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Citizen:</td>
<td>Yes</td>
</tr>
<tr>
<td>U.S. Visa Type:</td>
<td>not applicable</td>
</tr>
<tr>
<td>Will apply for student visa:</td>
<td>not applicable</td>
</tr>
<tr>
<td>High School/Secondary School/Equivalent:</td>
<td>Not yet completed (no high school diploma/HSED/CED yet)</td>
</tr>
<tr>
<td>Post-Secondary Education:</td>
<td>No college courses</td>
</tr>
<tr>
<td>Reason for Applying:</td>
<td>High School Special/Youth Options/Course Options/PACC</td>
</tr>
<tr>
<td>Applying As:</td>
<td>Parkside Access to College Credit (PACC)</td>
</tr>
<tr>
<td>Term:</td>
<td>Spring 2017 (January-May)</td>
</tr>
</tbody>
</table>

Please review the above information and ensure that it is correct before continuing.

Based on the above answers, you will fill out the following application:

**Parkside, Special**

Click “Continue” to prepare your application and proceed.
Completing the Application: Progress/Navigation

Now that the system has determined how you will be applying, you must complete the required information.

**APPLICATION PROGRESS:** You can see your application progress in the navigation pane to the left. To the left of each section, you will see an exclamation point, check mark, or x.

For new users, all sections should show up as an exclamation point - ! – this simply means you have not yet visited that portion of the application.

As you complete each section, you will see the check mark for valid data, or an x for invalid data. If the application detects invalid data, go back to correct the data. For questions on invalid data, contact UW Help at (800)442-6459, which is available for application support from 8am to 6pm Monday through Friday.

**NOTE:** If you have previously completed an application, your data will automatically load and you may see some sections marked as valid data already. Make sure this data is up to date before submitting the application.

**NAVIGATION:** As you complete the application, use the blue “previous” and “next” buttons to navigate.

It is also recommended to hit the blue “Save” button frequently, as the application times out.

Save
Completing the Application: Campus Specific

Complete the campus specific section. Instructions/explanations/hints for PACC students are shown in the right (green) column.

Are you currently enrolled at or have you previously attended UW-Parkside?

- Yes  - No

If yes, as:

- Undergraduate
- Graduate
- Nondegree/Special Student

Attendance Date From: (mm/yyyy)

Attendance Date To: (mm/yyyy)

- Date(s) unknown.

If yes, student ID number: (if known)

Applying As:

Nondegree/Special Student:

Parkside Access to College Credit (PACC)

Term you plan to enter:

- Summer 2017

I'm intending to take a course in the following school/college:

- Select a value -
I'm intending to take the following course(s):

(include course number if known)

Add Another Course

Please indicate your educational goal(s):

- Professional or personal enhancement
- Educational licensure
- Baccalaureate degree
- Graduate or professional school
- Unsure
- Other
- Taking courses while in high school

If "Other," specify:

Do you plan to teach?

- Yes  
- No  
- Clear Selection

If yes, select one:

- Select a value -

Do you currently hold educational license(s)?

- Yes  
- No  
- Clear Selection

If yes, specify state issued by, subjects and grade levels:

Type the PACC course code you wish to take. Example: SOCA 101 or Introduction to Sociology

Check “Taking courses while in high school.”

Select the appropriate response for you. This will not affect your admission to Parkside for the PACC program.

Select “No.”
Campus from which you expect to graduate:

- Select a value -

Did your parent(s), grandparent(s) or legal guardian(s) earn a degree from UW-Parkside?

Return to Wisconsin

- Yes
- No

Applicant Statement

Please provide a brief statement as your purpose for applying to UW-Parkside as a special student (examples could include, taking prerequisite classes for graduate school, taking a class that my current campus does not offer this semester, taking courses while in high school, taking professional development courses, etc.). This statement is an important part of your application.

You may wish to prepare your statement in a word processor to take advantage of spellcheck and be able to take as much time with it as you need, then copy and paste it below. Note that special formatting will not be retained.

If you do type the statement below, be sure to save your work every 15 minutes (click the "Save" link below the box). If the browser session times out, any changes since the last save will be lost.

Save

Select the campus you are planning on attending from list or select “Not listed.” This will not affect your admission to Parkside for the PACC program.

Select yes or no.

This statement is an important part of your application which helps reviewers identify your eligibility to enroll at Parkside.

Some applicants find it helpful to use a word processor, such as Microsoft Word, to prepare and edit your statement.

MAKE SURE TO SAVE FREQUENTLY!
The application times out for security purposes.
Finishing the Application

Complete the remaining sections of the application. You can save your progress at any point and continue at a later date.

Once the application is completed, you must submit the application. Saving is the NOT the same as submitting.

Remember, all applicants must complete the online application, complete the PACC program form, and submit official high school transcripts. Applications will not be reviewed and a decision will not be made until all items are turned in.

For any additional questions, please call our office at (262)595-2355.