PACC
PARKSIDE ACCESS TO COLLEGE CREDIT

UW SYSTEM APPLICATION WALKTHROUGH
Fall 2020
PACC Application Requirements:

1. UW System Online Application at apply.wisconsin.edu
2. PACC Consent Form
3. Official High School Transcript
   (Request counselor/school official send copy to PACC@uwp.edu)
4. UW-Parkside Information Release Consent Form
5. PACC Scholarship Application (Optional)

The UW System Application Walkthrough contains detailed steps on how to assist you in completing the online UW System application to take PACC courses through UW-Parkside.
Information Needed to Complete Online UW System Application

Below is some of the information you will need to assist you in completing an online UW System application. By having the information available prior to filling out an application, will be helpful and have the necessary information in one spot. **You may need your parents help on some of the questions.**

You will need to create a login ID and password in order to begin the online UW System Application.
- If you previously applied to a UW institution, you must use the same login and password previously created.
- If you have never applied to a UW institution, you will need to create Login ID and Password
- Password must contain: (6+20 characters; must include 1 uppercase, 1 lowercase, 1 number)

<table>
<thead>
<tr>
<th>Login ID:</th>
<th>Password:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Name, address, birth date, personal email address. **Use a personal email for this part not school email.**
2. Are you a U.S. Citizen? Yes or No
3. Term (semester) you plan to enter: (ex: Fall 2020)
4. If you have taken classes at UW-Parkside in the past (PACC, Youth Options or Course Options), have the dates of the class and your student ID number available.
5. Brief statement of why you would like to take a PACC course (you may create your statement in a word processing program and then cut and paste it into the application)
6. Your Social Security Number ___ - ___ - ______
7. Your birth place: City ______________ State _____________ Country __________________
8. County you live in: __________________
9. You will need your high school course schedule for this year to provide all classes you are taking.
10. Have your parents served in the US Military? Yes or No
11. Are you a legal Wisconsin resident and/or do you claim legal Wisconsin residence for tuition purposes? Yes or No
12. Have you recently moved to Wisconsin? Yes or No
13. I have lived continuously in Wisconsin since: Month _____ Year ______
14. Have you filed a Wisconsin state income tax return as a resident for the past two years? Yes or No
15. Who lists you as a dependent on U.S. income tax forms of: (Circle one) Father, Mother, Father and Mother, Claim my own exemption, or Other
16. Any former addresses for the past three years – Yes or No If Yes, List each address, city, state, country and dates (Month, Year.)
17. Any employment for the past two years (employer, job title, city, state, country, dates.)
18. Address(es) for your parents.
   - Parent 1: ___________________________________________________________ since Month ____ Year ___
   - Parent 2: ___________________________________________________________ since Month ____ Year ___
19. Have your parents filed a Wisconsin state income tax return as a resident within the past two years? Yes or No If yes, what years Parent 1: _____________________ Parent 2: _____________________
20. Where did your parents last vote or register to vote? Parent 1: _____________________ Parent 2: _____________________
21. When did your parents last vote or register to vote? Parent 1: _____________________ Parent 2: _____________________
22. What is his/her occupation? Parent 1: _____________________ Parent 2: _____________________
23. Phone Number: Parent 1: _____________________ Parent 2: _____________________

Make sure your contact information is correct!

Destroy this page if you write your Social Security number to prevent identity theft!
# PACC Logins and Passwords

You will need to use several different logins during and after your PACC course. Write them below as you create them to keep track.

**Make sure to keep this sheet in a safe place so you can find it when you need it!**

<table>
<thead>
<tr>
<th>Type of Login</th>
<th>Web Address</th>
<th>UWP Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. UW System Application</td>
<td>apply.wisconsin.edu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. UWP Applicant Next Steps</td>
<td>You will get an email <a href="http://www.uwp.edu/applicant">www.uwp.edu/applicant</a></td>
<td>Example Student: Ranger Bear Net ID: Bear0007 Yours:</td>
<td></td>
</tr>
<tr>
<td>Account Activation</td>
<td></td>
<td>Example Activation Pin: 12345 Yours: Your New Password:</td>
<td></td>
</tr>
<tr>
<td>3. UWP Ranger Email</td>
<td><a href="https://www.uwp.edu/logins/">https://www.uwp.edu/logins/</a></td>
<td>Example: <a href="mailto:Bear0007@rangers.uwp.edu">Bear0007@rangers.uwp.edu</a></td>
<td>Password set in step 2:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yours:</td>
<td></td>
</tr>
<tr>
<td>4. SOLAR</td>
<td><a href="https://www.uwp.edu/logins/">https://www.uwp.edu/logins/</a></td>
<td>Example Net ID: Bear0007</td>
<td>Password set in Step 2:</td>
</tr>
</tbody>
</table>

1. **The UW System Application** is Step 1. You will create your Login ID and password from scratch. You will use this login any time you use the UW System application site in the future.

2. **UWP Applicant Next Steps & Account Activation** is Step 2. You will receive an email from admissions@uwp.edu one business day after you applied to the university to the email address you provided in your application. This email will walk you through setting up your UWP student account and will provide you access to your UWP Ranger email and SOLAR, the student management system where you will enroll in the PACC course, see your tuition bill, pay your tuition, see your grades, and order transcripts. You will be prompted to change your password after activating your account. Make sure to complete this step and setup the Password Help questions. If you cannot find your account activation email contact our help desk for assistance at 262-595-2444.

3. **UWP Ranger Email.** UW-Parkside will now start contacting you through your RangerMail. Check it regularly and use it to communicate with the PACC program at pacc@uwp.edu. Your email address is your NetID username + @rangers.uwp.edu

4. SOLAR will be used to enroll in the PACC course, check and pay your tuition bill, see your grades, and order transcripts at the end of the year.
New User Account: Registering Process

Follow these steps if you have NOT previously completed a UW System application; returning users, skip to the “Existing User” section.

1. In your web browser navigate to [apply.wisconsin.edu](http://apply.wisconsin.edu) and click on the Fall 2020 Applicants

![Image of the apply.wisconsin.edu website]

2. Click on **REGISTER** in the New User box to Register and start the application process.

![Image of the registration process]

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

3. Fill out the required fields on the Online Admission Application Registration Form.

![Image of the registration form]

Record your login id and password somewhere safe.

Follow password creation requirements.

It is recommended to use a personal email instead of a school email.

New User Account: Registering Process continued on page 8
After clicking “Register”, go to the “Create a New Application” section of this guide on page 9

Existing User Account: Login Process

1. In your web browser navigate to apply.wisconsin.edu and click on the Fall 2020 Applicants

2. In the Existing User box, enter your Login ID and password, and click Login, if you have previously registered and have an existing account.

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

After logging in, go to the next section, “Create a New Application” on page 9
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 UW System application.

After you have registered or logged in you will see the screen below with Welcome, (Your name).

1. Click the “Create Application or “Create a new application”

2. High School/Secondary School/GED/HSED/Home Schooled: Select “Not yet completed” and click “Next”

3. Post-Secondary Education: Select “No college courses” and click “Next”

4. Reason for Applying: Select “Special/Non-degree” and click “Next”

5. Applying To: Select “UW-Parkside” and click “Next”

Create a New Application process continued on page 10
6. Citizenship: “Make your selection” and click “Next”

7. Reason for Applying: Select “High School Special/Early College Credit Program/PACC and click “Next”

8. Applying As: Select “Parkside Access to College Credit (PACC)” and click “Next”

9. Semester or Term you Plan to Enter: Select “Fall 2020” and click “Next”

10. This will bring you to your summary page, example below. Review your summary and click “Continue”.

NOTE:
Citizenship, visa, post-secondary education, and term may vary from the example depending on the information you provided.
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. 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 each section of the application, make sure to select the “Check for Errors and Continue” box to make sure you have not missed any information that would not allow you to continue to the next section.

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

Completing the Application: Campus Section

Complete the campus specific section.

- Instructions/explanations/hints for PACC students are show in the green column on the right.

**CAMPUS SPECIFIC**

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/dd/yyyy]

Attendance Date To: [mm/dd/yyyy]

- Date/field unknown.

If yes, student ID number: [If known]

Select “Yes” if you have previously taken a PACC course or “No” if you have not.

If you selected “Yes”, if you previously took a PACC course in 2019-2020
- Check the “Non-degree/Special Student” box.
- Fill in the dates of attendance in the fields as 09/2019 to 06/2020.
- Leave student ID number blank

Completing the Application: Campus Section continued on page 12
Applying As: Will autofill with PACC

Term you plan to enter:

Fall 2020

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

- Select "College of Social Sciences and Professional Studies" in the Intending to course in the following School/College

I'm intending to take the following course(s):

Type the PACC course number you wish to take. Example: HIST 126

Select "Take courses while in high school"

Select the appropriate response for you in the teaching section. This will not affect your admission to UW-Parkside for the PACC program.

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

Return to Wisconsin

- Yes
- No

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

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 spell/gram check 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.

I am planning to take PACC courses.

MAKE SURE TO SAVE FREQUENTLY! The application times out for security purposes.
Completing the Application: High School Courses in Progress

High School Course Information

- Select Add/Edit/Delete Course(s)
- Fill in the course information.
- Select “Save” when you have entered the course information.
- Select “Return to Application”

**You only need to enter one course being taken in Fall 2020.

Completing the Application: Higher Education

Select “Yes” for both answers regarding academic and financial standing.

Check box if you have NOT taken any PACC or college courses prior to Fall 2020.

If you have taken a PACC or college course prior to Fall 2020, select “Edit” and enter the Institution of Higher Education that you attended.

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

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

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

1. Prior to submitting your application select “Perform Final Check for Errors”.

   ![Perform Final Check for Errors](image)

   **NOTE:** You will not be able to submit your application until there are no errors and all information is complete and accurate.

2. “Sign” application electronically and submit the completed application.

   ![Sign Application](image)

   **NOTE:** Once your application has been submitted, you will not be able to modify the data again.

3. Print or save these pages for your records.

   ![Print Application](image)

   **There is NO FEE to complete the application.**

Remember, all applicants must complete the UW System online application, the PACC program consent form, and submit official high school transcripts. Applications will not be reviewed and a decision will not be made until all items are submitted to the PACC office.

For any additional questions, please call the PACC office at (262)595-2334.