

PACC

PARKSIDE ACCESS TO COLLEGE CREDIT

UW SYSTEM APPLICATION WALKTHROUGH Fall 2020

Be at Parkside.

UNIVERSITY OF
WISCONSIN **PARKSIDE**

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.

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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)

Login ID: _____

Password: _____

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: _____ has lived at this address _____ since Month ____ Year ____
Parent 2: _____ has lived at this address _____ 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!

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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!

Type of Login	Web Address	UWP Username UW-P Net ID	Password
1. UW System Application	apply.wisconsin.edu		
2. UWP Applicant Next Steps Account Activation	You will get an email www.uwp.edu/applicant	<i>Example Student: Ranger Bear Net ID: Bear0007</i> Yours:	<i>Example Activation Pin: 12345</i> Yours: Your New Password:
3. UWP Ranger Email	https://www.uwp.edu/logins/	<i>Example: Bear0007@rangers.uwp.edu</i> Yours:	Password set in step 2:
4. SOLAR	https://www.uwp.edu/logins/	<i>Example Net ID: Bear0007</i> Yours:	Password set in Step 2:

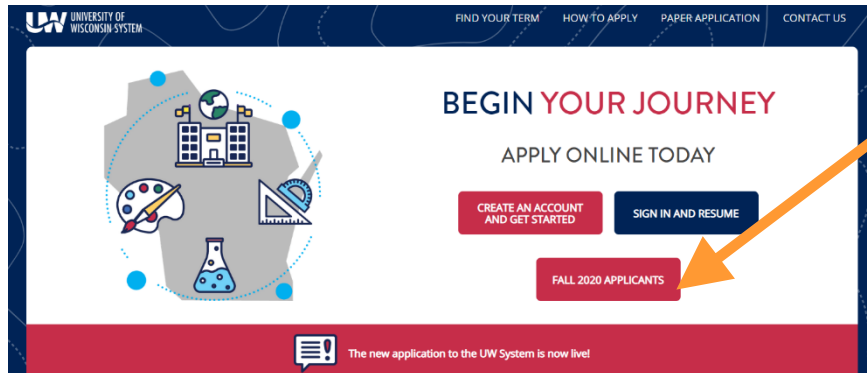
- The UW System Application** is Step 1. You will create your Login ID and password from scratch. You will use this login any time you use the UW System application site in the future.
- UWP Applicant Next Steps & Account Activation** is Step 2. You will receive an email from admissions@uwp.edu **one 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.
- 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**
- 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.

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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 and click on the Fall 2020 Applicants



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

Do not use the symbols 'less than' (<), 'greater than' (>) or double dashes (-).

Your login id is case sensitive.

Login ID *

Passwords must contain:
* between 6 and 20 characters
* at least one uppercase letter
* at least one lowercase letter
* at least one number

Password *

Confirm Password *

E-Mail Address

Re-type E-Mail Address

Please only use an email address that you are able to maintain throughout the application process. In addition, the email address you provide cannot already be in use on this website.

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.

Secret Question *

Secret Answer *

First Name *

Last (Family) Name *

Date of birth *
Month/Day/Year / /

* Required Fields

Select a question/answer that no one could guess.

First Name

Last/Surname

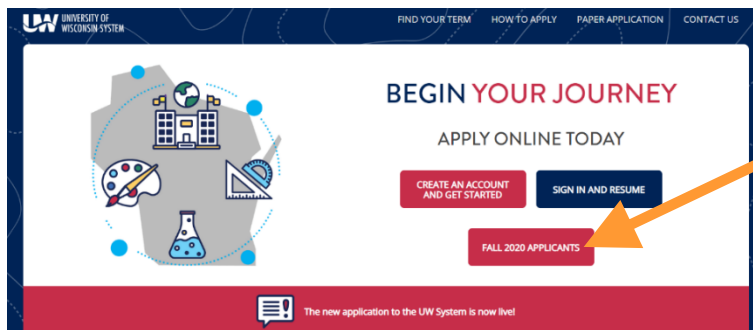
Enter date of birth

Click on "Register" when done.

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.



It is important to use your existing account.

Your existing account 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

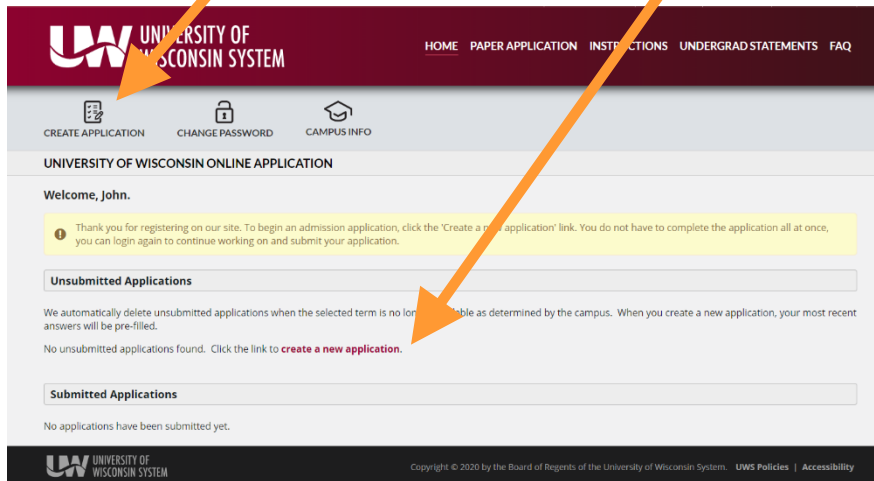
After logging in, go to the next section, "Create a New Application" on page 9

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”



“John” was the first name for our example account.

If you have started any applications without submitting, you will see them here.

You will see applications here if you applied previously.

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

CREATE APPLICATION - INITIAL QUESTIONS

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)

Next >>

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

CREATE APPLICATION - INITIAL QUESTIONS

Post-Secondary Education:

No college courses

Some college courses [taken or will take before enrollment - do not include AP, IB, or CLEP courses]

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

CREATE APPLICATION - INITIAL QUESTIONS

Reason for Applying:

Undergraduate Degree, Certification or Certificate
You want to take undergraduate-level courses to complete an associate (2 year) degree, bachelor's degree, certification or an undergraduate-level certificate (high school diploma or equivalent required).

Special/Non-degree
You want to take college courses while still enrolled in high school, or after you graduate but you are not seeking a degree, certification or certificate.

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

CREATE APPLICATION - INITIAL QUESTIONS

Applying To

UW-Parkside

Notes

- UW-Madison special/nondegree applicants should apply using the [UW-Madison special/non-degree application](#).

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Create a New Application process continued on page 10

6. Citizenship: "Make your selection" and click "Next"

CREATE APPLICATION - INITIAL QUESTIONS
UW-PARKSIDE

Citizenship:

Are you a U.S. Citizen?

Yes
 No
 Other

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

CREATE APPLICATION - INITIAL QUESTIONS
UW-PARKSIDE SPECIAL/NON-DEGREE

Reason for Applying: ?

High School Special/Early College Credit Program/PACC
 Undergraduate Special/Visitor Student (not seeking a degree from UW-Parkside)

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

CREATE APPLICATION - INITIAL QUESTIONS
UW-PARKSIDE

Applying As: ?

High School Special
 Early College Credit Program
 Parkside Access to College Credit (PACC)

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

CREATE APPLICATION - INITIAL QUESTIONS
UW-PARKSIDE

Information: We are currently transitioning to a new application platform. If you don't see your term here, try our [new application](#).

Semester or Term you Plan to Enter:

Fall 2020 (September-December) ▾

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

UW UNIVERSITY OF WISCONSIN SYSTEM HOME PAPER APPLICATION INSTRUCTIONS UNDERGRAD STATEMENTS FAQ

CREATE APPLICATION - INITIAL QUESTIONS

Summary:

High School/Secondary School/Equivalent:	Not yet completed (no high school diploma/HSED/GED yet)
Post-Secondary Education:	Some college courses [taken or will take before enrollment - do not include AP, IB, or CLEP courses]
Primary Reason for Applying:	Special/Non-degree
Applying to:	UW-Parkside
U.S. Citizen:	Yes
U.S. Visa Type:	not applicable
Will apply for student visa:	not applicable
Reason for Applying:	High School Special/Early College Credit Program/PACC
Applying As:	Parkside Access to College Credit (PACC)
Term:	Fall 2020 (September-December)

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

Select "Continue" to prepare your application and proceed.

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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.

[Check for Errors and Continue](#)

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

[Save](#)

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.

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

Applying As:

Nondegree/Special Student:
Parkside Access to College Credit (PACC)

Term you plan to enter:

Fall 2020

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

Social Sciences and Professional Studies (College of)

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

(include course number if known)
HIST 126 or POLS 100

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:

Campus from which you expect to graduate:

UW-Parkside

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.

I am applying to take PACC courses.

Save

Check for Errors and Continue

Applying As: Will autofill with PACC

Term you plan to enter will autofill with the term you selected in the previous steps.

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

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.**

Select UW-Parkside

Select Yes or No regarding if parents/grandparents/guardians earned a degree from UW-Parkside.

Type the following in the Applicant Statement section:
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 COURSES IN PROGRESS

If you are currently attending high school, list courses to be completed this year. Include and identify any Advanced Placement (AP) or International Baccalaureate (IB) courses you will complete.

High School Course Information

[Add/Edit/Delete Course\(s\)](#) [No Courses to Report](#)

[Check for Errors and Continue](#)

High School Courses in Progress

If you are currently attending high school, list courses to be completed this year. Include and identify any Advanced Placement (AP) or International Baccalaureate (IB) courses you will complete.

[Return to Application](#) [Logout](#)

Add Course

Subject/Course Title

Semester/Term

Year

Number of Credits:

record partial credits as decimals, e.g. 2.5

Dual Enrollment:
(Do not check this, if it is an AP, IB or PLTW course.)

[Save](#) [Clear](#)

Your Courses

Course#	Subject/Course Title	Semester/Term	Year	Credits	Dual Enrollment
1	CHEM 101	Fall Term	2020	1	

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

HIGHER EDUCATION

List all institutions of higher education currently or previously attended, both U.S. and foreign (even if you withdrew).

- Include the name of college/university for courses taken in high school, colleges, universities, online campuses, and technical colleges.
- Provide the name of higher education institution(s) you are currently attending, including distance education.
- Include any degree(s) earned.
- CAPP courses count as attending an institution of higher education, however, AP, IB, PLTW, and CLEP courses do not.

Failure to list all institutions may result in disciplinary action, rescission of admission, and/or invalidation of credits or degrees earned.

Important:

Please list the most recent first.

Are you in good academic standing at your most recent institution?
 Yes No
 Clear Selection

Are you in good financial standing at your most recent institution?
 Yes No
 Clear Selection

I have no institutions of higher education to report.

Institution of Higher Education 1: [Edit](#) [Remove](#)

School/Location:

Attendance Dates/Credits:

Degree/Major:

[Add Another Institution](#)

[Check for Errors and Continue](#)

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”**.

APPLICATION SUBMISSION

Progress Indicator:

Check for Errors | Sign and Submit Application | Submit Payment

Please click the "Perform Final Check for Errors" button to run a final and complete check for errors on your application.

Perform Final Check for Errors | Return to Application | Cancel

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.

APPLICATION SUBMISSION

Progress Indicator:

Check for Errors | Sign and Submit Application | Submit Payment

✔ Congratulations! No errors were found on your application.

You need to electronically "sign" the application. First, we need your name. Next, we need your birthdate. These will be compared to the data in the application to help eliminate errors. Finally, if a Social Security Number (SSN) or other Taxpayer Identification Number (TIN) was collected, we'll ask you to verify that data as well.

First Name:

Last Name:

Birth Date (mm/dd/yyyy):

Social Security Number (SSN):

By clicking the "Sign and submit the application" button, I certify that the information I have provided is true and complete to the best of my knowledge and I understand that inaccurate information may affect my enrollment, tuition or financial aid status. I agree to notify the admissions office, in writing, if there is a change to any of the information, including my permanent home address. I also understand that if I have applied for financial assistance, information concerning the amount of financial aid I may be offered may be released to other agencies that may also be considering me for assistance. Further, I authorize my secondary school to release a transcript of my secondary school record and any other pertinent information to the University of Wisconsin System. I further authorize the University of Wisconsin System to release my Social Security Number (SSN) or other Taxpayer Identification Number (TIN) and date of birth to any UW Institution. If I enroll at this university, I will abide by its rules and regulations. This application and supporting documents become the property of the University of Wisconsin System.

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

Sign and submit the application | Return to Application | Cancel

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.

APPLICATION PAYMENT

Progress Indicator:

Check for Errors | Sign and Submit Application | Submit Payment

Your application has been submitted to the Institution you have selected. If you provided an email address, an email is being automatically generated and sent to you. Please watch for it. If the email does not arrive within the next few hours, please check your spam or junk mail folder. You may also consider adding eapp@uwex.edu to your address book so that in the future, emails from us are automatically permitted.

Important Note: The confirmation/followup email is being currently blocked by some email providers. If you have not received an expected email, please [contact us](#) via phone.

Your application submission confirmation number is: **05026017**

Please print this page or record this number for your records.

No payment is needed for this application.

Continue

There is NO FEE to complete the application.

PARKSIDE, SPECIAL ADMISSION APPLICATION COMPLETION INSTRUCTIONS

Applicant's Name:	Smith, John	SSN:	xxx-xx-6789
		TIN:	xxx-xx-__
Institution Applied to:	UW-Parkside	DOB:	01/01/1999
Term Applied for:	Fall 2020	App ID:	5026017
Intended Major:		Date:	5-Aug-2020 8:53am
Application Fee:	No charge		

Thank you for submitting an application for admission to the University of Wisconsin-Parkside. You will be notified if additional materials are required and when an admission decision has been determined.

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.