# PACC
## PARKSIDE ACCESS TO COLLEGE CREDIT

# UW SYSTEM APPLICATION WALKTHROUGH
# Fall 2021

**Be at Parkside.**

UNIVERSITY OF WISCONSIN PARKSIDE

# PACC Application Requirements:

1. UW System Online Application at apply.wisconsin.edu
2. PACC Consent Form
3. PACC Scholarship Fall 2021 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.

**UW System Application Guide Contents**

# 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. Having the information available prior to filling out your application, will be helpful and you will have the necessary information in one spot. **You may need your parents help on some of the questions.**

## Step #1 Create an Account OR

**NEW PACC Students will be required to Create an Account to start an application.**
**RETURNING PACC Students will need to use previously created username and password account.**
**\*\*Save your account username and password for easy reference.\*\***

- Your email address will be your username. Use an email you will have access to indefinitely.
  Email address: _____ *Please avoid using a school or work email*.
- Password must be at least eight characters in length and include one letter and one number.
  Password: _____

## Step #2 Start your Application

1. Name, address, city, state, zip code and phone number.
2. Email address. It is recommended to use an email address you check regularly, avoid using school email.
3. Are you a U.S. Citizen?  Yes or No
4. Your Date of Birth ___-___-_____
5. Your Social Security Number ____ - ____ - _____
6. Your Country of Citizenship _____
7. Your Place of Birth: City _____ State _____ Country _____
8. Have your parents served or are they currently serving, in the U.S. Military?  Yes or No
9. Parent address: if different then your address.
   Parent 1: _____ City/State/Zip _____ Country _____
   Parent 2: _____ City/State/Zip _____ Country _____
10. Are you claiming Wisconsin residency to qualify for Wisconsin residence for tuition rate?  Yes or No
11. Is your parent a U.S. Citizen?  Yes or No
12. Has your parent physically resided full-time in Wisconsin for the past 12 months?  Yes or No
13. Is your parent employed in Wisconsin, Outside of Wisconsin or Not currently working?
14. Has your parent filed a Wisconsin resident income tax return for the most recent tax year?  Yes or No
15. Was Wisconsin the last place your parent registered to vote or voted?  Yes or No
16. Does your parent hold a valid Wisconsin driver's license?  Yes or No

**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!**

| 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 | *Example Student: Ranger Bear Net ID: Bear0007* Yours: | *Example Activation Pin: 12345* Yours: Your New Password: |
| 3. UWP Ranger Email | https://www.uwp.edu/logins/ | *Example:* *Bear0007@rangers.uwp.edu* Yours: | Password set in step 2: |
| 4. SOLAR | https://www.uwp.edu/logins/ | *Example Net ID:* *Bear0007* Yours: | Password set in Step 2: |

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 Creation Process

**NEW PACC Students** will be required to Create an Account prior to starting an application.
**RETURNING PACC Students** will need to Sign In and Resume using previously created username and password.

1. In your web browser navigate to apply.wisconsin.edu and click on "Create an Account and Get Started"
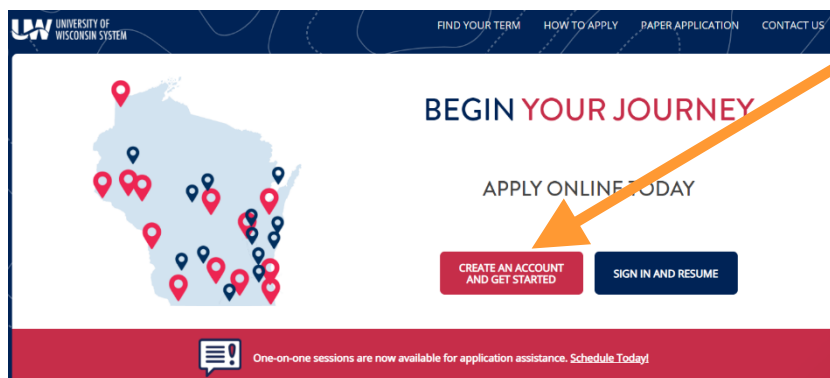


**NOTE:**

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.

2. Create your UW System Account.



Record your email/username and password somewhere safe.

The email/username you choose to use should be an email you will have access to indefinitely.

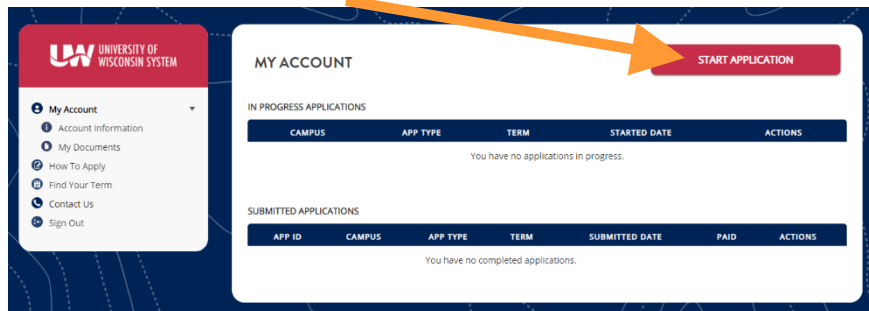Please avoid using school or work email addresses.

Follow password creation requirements.

After clicking "Create Account", go to the "**My Account"** section of this guide on page 8

# My Account

Once you have created an account and/or logged into your account, it is time to start an application. Follow the steps below to access the UW System application.

## 1. Click the "Start Application"

**Answer each question with highlighted selections.**

| | | | |
|---|---|---|---|
| ARE YOU APPLYING FOR A DEGREE OR A FEW COURSES? | ARE YOU A U.S. CITIZEN? | HAVE YOU GRADUATED FROM HIGH SCHOOL/SECONDARY SCHOOL OR EARNED YOUR GED/HSED? | YOU ARE A HIGH SCHOOL NON-DEGREE APPLICANT |
| **Select "Few Courses"** | **Make your selection** | **Select "No"** | **Click "Continue"** |

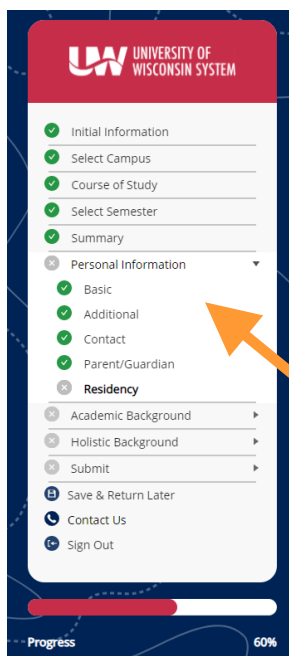| | | |
|---|---|---|
| WHERE DO YOU WANT TO GO? | CHOOSE YOUR PROGRAM | WHEN WOULD YOU LIKE TO START SCHOOL? |
| **Select "UW Parkside"** | **Select "Parkside Access to College Credit"** | **Select "Fall 2021"** |
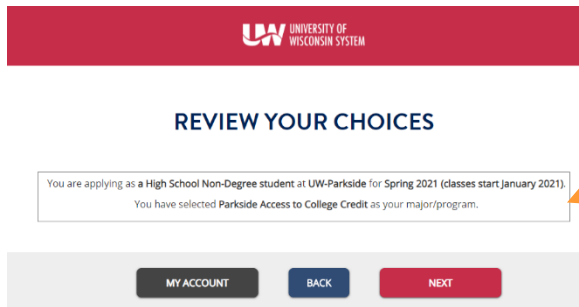
## 2. Review your choices



### Review your choices

Your choices should match the example to the left.

- High School Non-Degree student
- UW Parkside
- Fall 2021
- Parkside Access to College Credits

## 3. Completing the Application: Personal Information

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 ⊗ or ✓.
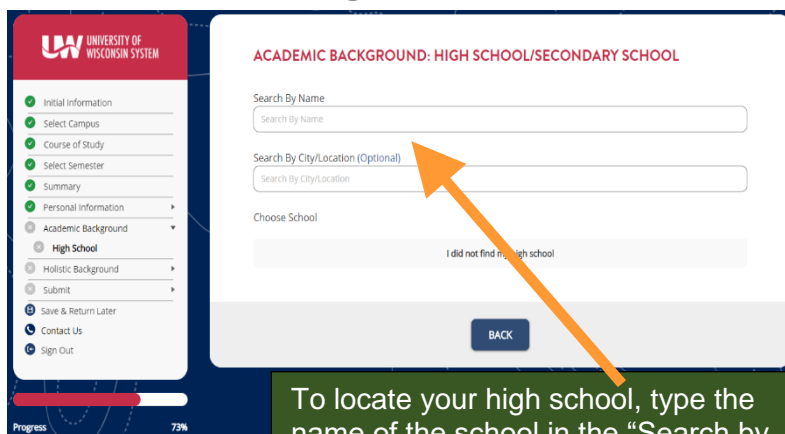
For new users, all sections after summary should show up with an ⊗. This simply means you have not yet visited that portion of the application.

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.
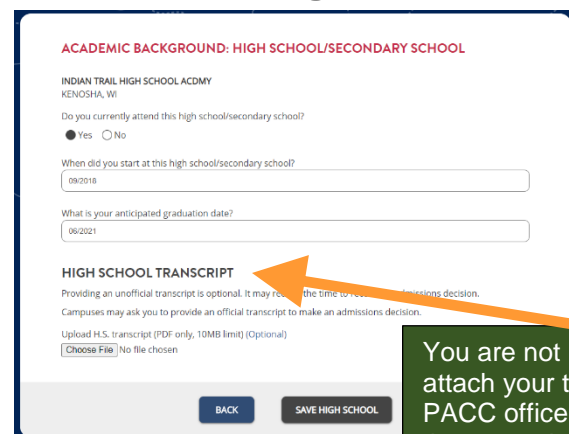
**Personal Information** consists of Student and Parent Information, Family Background, Contact Information, and Residency.

NAVIGATION: As you complete each section of the application, make sure to select the SAVE AND CONTINUE box to make sure you have not missed any information that would not allow you to continue to the next section.

## 4. Completing the Application: Academic Background



To locate your high school, type the name of the school in the "Search by Name" or "Search by City/Location"

You are not required to attach your transcript, the PACC office will request the transcript from your high school designee.

# 5. Completing the Application: Holistic Background, Essay and Review Application



Holistic Background – Essay should be written as typed on the left. "I am applying to take PACC Courses."

Save and Continue to Review Application. After you review your application select Continue.

# 6. Completing the Application: Sign & Submit Your Application



Digitally sign and submit your application.

There is NO CHARGE to submit your application.

**NOTE:**

- You will not be able to submit your application until there are no errors and all information is complete and accurate.
- Once your application has been submitted, you will not be able to modify the data again.
- 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.
- Contact UW Help with all questions related to your UW System application.



**YOUR GUIDE TO THE COLLEGE PROCESS**

(UW HELP)

Call: 1-800-442-6459 **or** (608) 263-4567

Wisconsin Relay: 711

Email: apply@uwsa.edu

Hours: 8:00 am to 4:30 pm (cst) Monday-Friday