

PACC

Parkside Access to College Credits
Student Guidebook
Fall 2016



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Welcome to PACC

Welcome to Parkside's Access to College Credit program!

Right now, your life is full of transitions; we are trying to make some of these transitions a bit easier. One way we can do this is to help you gain college credit while you are fulfilling your high school graduation requirements. This is an alternative to AP testing or coming to college campuses for courses- you can get college credit for some classes that are available at your own High School, taught by your High School teachers, and without that crushing worry about passing your AP exam! We hope that through this experience you will gain confidence in your ability to succeed at the College level, and invite you to consider Parkside as a place where you will be welcomed, appreciated, and encouraged to be really amazing!

The PACC program is guided by the same Mission as the university which states "The University of Wisconsin-Parkside is committed to high-quality educational programs, creative and scholarly activities, and services responsive to its diverse student population, and its local, national and global communities."

With this mission in mind, we welcome you to the PACC program! We hope that through this experience you will help students gain confidence in their ability to succeed at the College level.

Sincerely,

Dr. Peggy James
Interim Dean, College of Social Sciences and Professional Studies

PACC Program Contacts

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Introduction to PACC

The purpose of this guidebook is to provide you with general information and to serve as reference for the Parkside access to College Credit program (PACC) policies and procedures. Please note that this guidebook is a working document that may change at any time. If there are any questions about policies and procedures within the PACC program contact one of the PACC program contacts listed below.

Parkside Access to College Credits is a program offered by the University of Wisconsin Parkside and regional high schools to offer high school students the opportunity to earn college credits while still in high school. PACC is a concurrent enrollment program recognized by state and national accreditation associations like the Department of Public Instruction, the National Alliance of Concurrent Enrollment Programs, and the Department of Education. Concurrent enrollment means that students take college level courses, taught by qualified instructors, while earning both high school and UW-Parkside college credit (if successfully completed), at the high school, during the regular school day. PACC courses can help to shorten the length of time that earning a college degree will take you. PACC courses may be transferrable to other colleges and universities, and we encourage you to talk with the PACC Coordinator for more information.

PACC Courses

All courses offered through PACC are actual UW-Parkside courses, therefore, they will be the equivalent course to the one offered on-campus at UW-Parkside. The course curriculum, learning objectives, tests, assignments, and grading will be comparable to the course offered on the university campus. A student's successful completion of the PACC course will be recognized on both the high school transcript and on a UW-Parkside transcript.

PACC Instructors

PACC courses are taught by high school or university faculty who holds a minimum of a Master's Degree in the discipline or subfield in which they are teaching, and they have been approved by the academic department and Dean at the University. The PACC instructor will work closely with a UW-Parkside department faculty liaison to ensure the course meets the requirements of the PACC program. PACC courses are most often taught by faculty from the high schools, while teaching a PACC course the faculty member is a teaching as a UW-Parkside adjunct faculty representative.

Student Identification

High school students who have junior or senior status and wish to take a PACC course for college level credit are eligible to take the course if they meet any placement and/or prerequisite requirements for the course. PACC students must apply for admission to the University of Wisconsin Parkside (for admission application information see the PACC Guidelines section of this guidebook.) Once admitted to the university and enrolled in a PACC course you are a University of Wisconsin Parkside student, you will be subject to the policies that apply to all university students.

PACC Cost

The tuition for UW-Parkside courses taught through PACC will be set according to UW System policy G36: College Credits in High Schools. The PACC office will keep the District informed of tuition changes before the start of each academic year.

2016 – 2017 PACC Pilot year tuition rate is \$0.00. All students participating in the PACC program will be able to do so at no cost to the student.

PACC State Policies and Laws

PACC must adhere to policies and laws regarding concurrent enrollment in high schools. For your reference we are referring to the following documents:

- UW System G36: College Credits in High Schools
- Wisconsin Statute 118.53: Course Options
- Higher Learning Commission

PACC Guidelines

Admission Criteria

Students must meet all of the following requirements at the beginning of the term that they wish to enroll in a PACC course in order to be eligible to enroll:

- Junior or senior status
- Seeking college credit from the PACC course
- Meet any placement and/or prerequisite requirements for each course

Application to PACC Program

PACC students are officially admitted to the University of Wisconsin Parkside as “Undergraduate Special” students, and as such must meet the residency and other requirement for special admission.

If admitted, PACC students are officially admitted to the University of Wisconsin-Parkside as “Undergraduate High School Special” students, and as such must meet the residency and other requirement for special admission. PACC students will be required to apply for admission using the UW System Online Application for Admission and provide an official high school transcript. The application can be found at <https://apply.wisconsin.edu/>. Once a student applies for admission, they will receive an email notification that they have an online account called SOLAR.

UW-Parkside representatives from the Admissions Office will attend a meeting or orientation session to assist students in completing the online application process. Once all documents are received, the application for admission will be processed and students may be admitted as Undergraduate High School Special students. Students will receive official notification via mail.

PACC Course Registration

All students must officially register for PACC courses. Registration takes place within our student management system called SOLAR. After students are officially admitted to UW-Parkside they will receive an email from the admissions office with their SOLAR identification information. UW-Parkside representatives will attend a class period within the first two weeks of the term to help you navigate the online registration process for the PACC course. Registration deadlines will be communicated through the course instructor and are extremely important. Students who are not registered prior to the deadline will not be able to take the PACC course for credit and will be directed to the appropriate school counselor for further information.

How to Add a Class in SOLAR

To add a class, you can follow the same steps you did when you first registered.



Student Name

Add Classes

- Under the Enrollment heading in your menu (Or at the bottom of Solar in the **Parkside Self Service Box**), find the '**Enrollment: Add Classes**' link.
- This should take you to another screen, where you can click on the search tab and you can enter in a course number or search by subject.
- Select the term you plan on taking your classes (i.e. Fall 2016-17) as well as the course subject (i.e. English, Criminal Justice, or Biology) and then click the search button which will bring up a list of classes being offered within that subject for your chosen semester/term.

[Search](#) [Plan](#) [Enroll](#)

[My Class Schedule](#)

go to ...

PACC Course Withdrawal/Drop

PACC students are able to drop PACC courses according to the UW-Parkside drop date restrictions. The Instructor of the PACC course will notify all PACC students of the drop date deadline.

PACC students may also request the drop date deadlines from the PACC Coordinator at pacc@uwp.edu.

The PACC course instructor may request that the Registrar at UW-Parkside administratively drop a student from a course if the student does not meet the prerequisites or if the student has not attended the course during the first week of classes and has not notified the instructor. The instructor must submit the request by the date specified by the PACC Coordinator.

How to Drop a Class in SOLAR



- Under the "Enrollment" tab on your left side menu (or found at the bottom in the **Parkside Self Service Box**), find and click on the "**Enrollment: Drop Classes**" button. Select the semester you wish to drop a class for

- Select the class you wish to drop and then click the "drop selected classes" button at the bottom right.
- Make sure to take note of the **date**, as there may be a [drop fee](#) after a certain period.

For **important** information regarding fees and Registration and Drop Classes [click here](#).

PACC Course Grading

At UW-Parkside, letter grades are used, including plus (+) and minus (-) grades. Grades are reported and posted to on the student management system, SOLAR. Students can view grades one week after the end of the term by accessing their SOLAR account.

To make it possible to compute semester and cumulative averages for grades in classes carrying various amounts of credit, each letter grade carries a certain number of quality points per credit. A grade of A for example, is worth four quality points per credit, so that a student receiving an A in a 3-credit course will have earned 12 quality points. The GPA is calculated by dividing the total number of quality points earned by the total number of credits attempted.

UW-Parkside uses the following grades:

Total Quality Points						
Grade		1 cr	2 cr	3 cr	4 cr	5 cr
A	Excellent	4.00	8.00	12.00	16.00	20.00
A-		3.67	7.34	11.01	14.68	18.35
B+		3.33	6.66	9.99	13.32	16.65
B	Good	3.00	6.00	9.00	12.00	15.00
B-		2.67	5.34	8.01	10.68	13.35
C+		2.33	4.66	6.99	9.32	11.65
C	Satisfactory	2.00	4.00	6.00	8.00	10.00
C-		1.67	3.34	5.01	6.68	8.35
D+		1.33	2.66	3.99	5.32	6.65
D	Poor	1.00	2.00	3.00	4.00	5.00
D-		0.67	1.34	2.01	2.68	3.35
F	Failure	0.00	0.00	0.00	0.00	0.00

The grade for the PACC course will be part of the student's permanent college record. An official record of the course grade is recorded on a transcript.

Except in the case of a demonstrated error on the part of the instructor or the Office of the Registrar, a recorded grade will not normally be changed. All grade changes require the approval of the instructor, the department chair and the college dean. A grade assigned at another institution will not be deleted or changed at UW-Parkside.

Official Transcripts

A transcript is an official record of a student's academic activity. It reflects a student's courses and grades, and it provides other academic data, such as semester and cumulative GPAs, academic status, honors a student may have earned, and degrees a student may have been awarded.

Each institution defines what makes its transcript official. At UW-Parkside, an official transcript is printed on special transcript paper, bears the registrar's signature, the university's seal, and is issued in a sealed envelope. If the envelope is opened before it is submitted to the office for which it is intended, it is no longer considered official. Some institutions and agencies will not accept a transcript as official unless it arrives from the granting institution by mail.

An official transcript of a student's record is issued only by the Office of the Registrar. UW-Parkside has partnered with Credentials Solutions, Inc. to provide a fast and secure on-line transcript ordering service that is available to our students/alumni 24 hours a day, 7 days a week.

The student can order a transcript at any time, even if there is an outstanding financial obligation to UW-Parkside, however, the request will not be processed until the obligation has been met and the related hold on the student's record is released by UW-Parkside. When a hold is on a student's record when the order is placed, they have 30 days to clear the hold or the transcript request will be purged, requiring the student to submit a new request once the hold has been removed.

Students can order a transcript from the Registrar's Office. Details on how to request a transcript can be found here: <https://www.uwp.edu/live/offices/registrarsoffice/transcript.cfm>

Unofficial Transcript

The unofficial transcript contains the same information as the official transcript and can be viewed from the student's SOLAR account at any time. Students are encouraged to view the unofficial transcript prior to ordering an official copy to ensure there are no errors.

Transfer of Credits

There are a number of resources to help you compare how credits from UW-Parkside may transfer to other Universities and colleges.

- [Transfer Information System \(TIS\) for UW Schools and Wisconsin Technical College System](#) Many courses have already been evaluated and determined as transferable.
- [Student Transfer Assessment Report \(STAR\)](#) is designed to show how the University of Wisconsin-Parkside will award credit for transferable courses outside of the UW System.
- [UConn Credit Transfer Database](#) is a database compiled of research done by the UConn Early College Experience program on information about transferring concurrent enrollment credits. It basically compiles many college and university's transfer credit policies.

University Access

Ranger Email/Network Accounts

New Students please refer to your "Next Steps" welcome letter for your Parkside Username and Activation Pin.

- You will use the activation pin to create your initial password.
- Initial Password Activation PIN (1234) + Birth year (92) + Birth Month (12) Your initial Password is: 12349212

Students are responsible for monitoring their Ranger email account on a regular basis.

RangerCard

Your Ranger Card serves both as your official university ID and as a tool to pay for services on campus such as dining, vending and printing. There are two accounts available on your card for your use, although one of them is the dining plan account for students who need to eat while on-campus.

The campus cash account can be used to pay for on-campus purchases such as books, computer lab printing, photocopying, vending, laundry, and food. Many locations offer discounts when paying with the Campus Cash account.



If you lose your card, immediately report it missing through The Online Card Office.

Student Center, Campus Concierge
 (262) 595-2307
 rangercard@uwp.edu

SOLAR

SOLAR is the name for UW-Parkside's Student Information System. The system provides students with access to information related to admissions, records and registration, financial aid, and student financials.

To get to the login for Solar:

- From the UW-Parkside's website homepage click on "Logins" at the top of the page
- Scroll down to and click on "Solar"
- Use your campus NetID and Password to log in

University Library

As a UW-Parkside student you have full access to the UWP Library. The Library houses a collection of over 356,000 volumes, 11,000 audio visual titles, 972,991 microform pieces, over 100,000 electronic books, and maintains subscriptions to 1200 periodicals. In addition, the Library offers access to over 200 databases, most of which are available remotely.

You can access the library at <https://www.uwp.edu/learn/library/>. In order to use certain services in the library you will need a RangerCard.