Registration Using SOLAR

Students will receive the log-in path in correspondence from the Admissions Office, along with an Activation PIN, upon admission to UW-Parkside. Registration will be done through SOLAR for any UW-Parkside competency set you plan to take during the designated self-enrollment timeframe. SOLAR will allow you to search, add, and drop competency sets.

As you use SOLAR, you will want to be aware that competency sets are referred to as "courses" and subscription periods are referred to as "terms." Be sure to log out of SOLAR when you are done working in it.

Review Your Student Profile Information/Update as Needed

- 1. Log into SOLAR
- 2. Select the Student Center tab at the top of your screen
- 3. Review your student profile information. If anything is incorrect, you will be able to update it here.

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My Page Student Center		
Menu Search: My Favorites UWP Applications Self Service	Studen Updat Plex Nam Mail	t Center te Student Contact Info. ase review/update your contact inform re ling Address:
 Search and Register for a 1. Click on Self Service 2. Click on Enrollment 3. Click on Add Classes 	a Competency Set	
Parkside Self Service		0.07
DARS - Degree Audit Report Undergrad Degree Academic Planning Tool	Order Official Transcript	Student Center Use the student center to manage school related activities.
Purchase Parking Permit Online Parking Permit Purchasing Application	PASS Feedback Only Available to First -Year Students	Class Search / Browse Catalog Find classes that match your selection criteria, or browse the course catalog by subject. View Schedule of Classes Browse Catalog - Planner
Academic Planning Build your academic planner Enrollment Shopping Cart	Enrollment View appointments, plan and enroll in classes, view student and exam schedules. Enrollment: Appointments Enrollment: Add Classes Enrollment: Drop Classes 6 More	Campus Finances View your account, make an electronic payment, view and accept your financial aid awards. Make a Payment Accept/Decline Financial Aid View My Financial Aid Account Inquiry
Campus Personal Information Maintain your personal information and review holds and to dos pending to your record. Names Phone Numbers 8 More	Academic Records View grades and advisors and request transcripts and verification reports. Wew Unofficial Transcript My Advisors	Transfer Credit Evaluate classes for transfer and view your transfer credit report. Image: View Transfer Credit Report

- 4. Search for the competency set you would like
 - a. Select the appropriate subscription period
 - b. Click Search to see a listing of all competency sets for that subscription period

		Plan	Enroll	1	My A	cademics	
my class schedule	add	drop	swap	ed	it te	erm informatio	
Add Classes							
. Select classes t	o add						
To select classes	for and	ther term selec	t the term an	d click C	hange		
When you are sat	isfied w	vith your class s	selections, pro	oceed to	step 2 of	3.	
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Flexible Option Univ o	f Wiscon	isin-Parkside	change	e term			
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Search Plan Enroll My Academics

- d. Populate it with the following information:
 - i. Subject (select from drop down list)
 - ii. Course Career should be Undergraduate Flexible Option
- e. Click Search when ready

- 5. You will now see all of the competency sets offered for the selected subscription period
 - a. Competency sets that are available to be registered for are indicated with a green circle, noting that the competency set is open.
- 6. Click on *Select* to add the competency set to your schedule

lass	Section	Days & Times	Room	Instructor	Meeting Dates	Status		Books
9009	001-COM Regular	ТВА	ONLINE	Peter Knight	07/02/2015 - 09/30/2015	•	select	Books
мкт	458X - PER	SONAL SELLING						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status		Books
9010	001-COM Regular	ТВА	ONLINE	Peter Knight	07/02/2015 - 09/30/2015	۲	select	Books
• МКТ	467X - SEL	LING OF FINANCIA	SERVICES					
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status		Books
9011	001-COM Regular	ТВА	ONLINE	Peter Knight	07/02/2015 - 09/30/2015	۲	select	Books
т МКТ	469X - ADV	ANCED PERSONAL	SELLING					
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	V	Books
9012	001-COM	TBA	ONLINE	Peter Knight	07/02/2015 -	•	select	Books

7. You will need to populate the *Permission Nbr* field with the permission number that you received from your Academic Success Coach (ASC)

Your Academic Skills Coach (ASC) will provide you with a permission number for the competency sets you would like to register for. Enter that number in the Permission Nbr box and click the "Next" button.

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uly 2015			ollment Pre	eferences	
	Subscription Pe	riod Undergraduat	e Flexible Option	Univ of Wisconsin-	Parkside
мкт 469	9X - ADVANC	ED PERSONAL S	ELLING		
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мкт 469	X-001 Coi	mpBased Open	Permissio	on Nbr	
ession	Regular Aca	demic Session	Grading	Flexible Option	n Program Grades
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inrollme • In e	nt Information nstructor Conse nroll in this clas	nt Required to s			
				CANC	EL
Section	Component	Days & Times	Room	Instructor	Start/End Date
001	CompBased		ONLINE	Peter Knight	07/02/2015 - 09/30/2015

Search Plan Enroll My Academics

To add additional competency sets, click the "Search" button again and repeat the previous steps. When you are finished adding your competency set(s), click the "Proceed to Step 2 of 3" box.

July 2015 Subscription Period Undergraduate Flexible Option Univ of Wisconsin-Parkside								
			Open	Close	d	▲ Wait List		
Add to Cart:	July 20	15 Subscriptio	on Period Shoj	pping Ca	rt			
Enter Class Nbr	Delete	<u>Class</u>	Days/Times	Room		Instructor	<u>Units</u>	<u>Status</u>
9009 enter	Î	<u>MKT 469X-001</u> (9012)		ONLINE		P. Knight	3.00	
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Be sure to read the Terms and Conditions for Financial Responsibility and the Terms and Conditions for Image Release. Once you have read both items, click on the "Yes, I have read and agree to the Terms" check box. Then click on the "Finish Enrolling" button.



Once you are successfully registered in the competency set(s), you should get a green check mark to the right under status. If you get a red X, it means that you haven't successfully registered for the competency set. Be sure to read what the error message indicates and follow the instructions to correct the missing or incorrect information and try to register for the competency set again. If you have any questions or issues in successfully registering for the competency set(s), be sure to contact your ASC.

Add Classes			
3. View resu	lts		
View the follo	wing status report for enrollme	nt confirmations and erro	irs:
July 2015 Subscripti	ion Period Undergraduate Flexible	e Option Univ of Wisconsir	-Parkside
	Success: enrolled	× Error	: unable to add class
Class	Message		Status
МКТ 469Х	Success: This cl	ass has been added to your	schedule. 🖌 🗸
	MAKE A PAYMENT	MY CLASS SCHEDULE	ADD ANOTHER CLASS
<u>Search Plan Ei</u>	nroll My Academics		
My Class Schedule	<u>Add Drop Swap Edit Tern</u>	n Information	
go to	▼ (>>)		

Technical Support:

http://ce.uwex.edu/technical-support/ 1-877-724-7883

Search		Plan	Enroll		My Academics
my class schedule	add	drop	swap	edit	term informati
Add Classes					1-2-3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

July 2015 Subscription F Flexible Option Univ of	Period Undergraduate f Wisconsin-Parkside	change term	
	Open	Closed	▲ Wait List
Add to Cart:	July 2015 Subscription Period	d Shopping Cart	
enter	Your enrollment	shopping cart is em	pty.
Find Classes			
Class Search search			
🔻 My July 2015 Subsci	ription Period Class Schedule		
Yo	ou are not registered for classes in t	his term.	