# 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.



## Search and Register for a Competency Set

1. Click on *Self Service*
2. Click on *Enrollment*
3. Click on *Add Classes*

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

| Search | Plan | Enroll | My Academics |
|--------|------|--------|--------------|
| my class schedule || add || drop || swap || edit || term information |

## 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 Period | Undergraduate
Flexible Option | Univ of Wisconsin-Parkside          change term

● Open          ■ Closed          ▲ Wait List

**Add to Cart:**          **July 2015 Subscription Period Shopping Cart**
**Enter Class Nbr**
[        ]  enter               Your enrollment shopping cart is empty.

**Find Classes**
  ⊙ Class Search

  search

**My July 2015 Subscription Period Class Schedule**
          You are not registered for classes in this term.

   c. You will see a screen that looks like this:

## Add Classes
1-2-3

### Enter Search Criteria

**Search for Classes**

                                                    UWP Bookstore

Univ of Wisconsin-Parkside |

Select at least 2 search criteria. Click Search to view your search results.

▽ **Class Search**

  **Subject**          [                    ▼]
  **Course Number**    [is exactly          ▼]    [          ]
  **Course Career**    [Undergraduate Flexible Option ▼]
                       ☑ Show Open Classes Only

▷ **Additional Search Criteria**

Return to Add Classes                    CLEAR          SEARCH

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

4 class section(s) found

**MKT 350X - MARKETING PRINCIPLES**

| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | | Books |
|-------|---------|--------------|------|------------|---------------|--------|--------|-------|
| 9009 | 001-COM Regular | TBA | ONLINE | Peter Knight | 07/02/2015 - 09/30/2015 | ● | select | Books |

**MKT 458X - PERSONAL SELLING**

| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | | Books |
|-------|---------|--------------|------|------------|---------------|--------|--------|-------|
| 9010 | 001-COM Regular | TBA | ONLINE | Peter Knight | 07/02/2015 - 09/30/2015 | ● | select | Books |

**MKT 467X - SELLING OF FINANCIAL SERVICES**

| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | | Books |
|-------|---------|--------------|------|------------|---------------|--------|--------|-------|
| 9011 | 001-COM Regular | TBA | ONLINE | Peter Knight | 07/02/2015 - 09/30/2015 | ● | select | Books |

**MKT 469X - ADVANCED PERSONAL SELLING**

| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | | Books |
|-------|---------|--------------|------|------------|---------------|--------|--------|-------|
| 9012 | 001-COM Regular | TBA | ONLINE | Peter Knight | 07/02/2015 - 09/30/2015 | ● | 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.

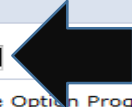**Add Classes**

**1.  Select classes to add - Enrollment Preferences**

July 2015 Subscription Period | Undergraduate Flexible Option | Univ of Wisconsin-Parkside

**MKT  469X - ADVANCED PERSONAL SELLING**

**Class Preferences**

MKT  469X-001      CompBased ● Open        **Permission Nbr** [          ]

| | | | |
|---|---|---|---|
| **Session** | Regular Academic Session | **Grading** | Flexible Option Program Grades |
| **Career** | Undergraduate Flexible Option | **Units** | 3.00 |

**Enrollment Information**

- Instructor Consent Required to enroll in this class

CANCEL     NEXT

| 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**
My Class Schedule   Add   Drop   Swap   Edit   Term Information

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**        change term

● Open     ◼ Closed     ▲ Wait List

**Add to Cart:**
**Enter Class Nbr**
[9009]  enter

**Find Classes**
⦿ Class Search

search

| **July 2015 Subscription Period Shopping Cart** | | | | | | |
|---|---|---|---|---|---|---|
| **Delete** | **Class** | **Days/Times** | **Room** | **Instructor** | **Units** | **Status** |
| 🗑 | MKT 469X-001 (9012) | | ONLINE | P. Knight | 3.00 | ● |

PROCEED TO STEP 2 OF 3

▽ **My July 2015 Subscription Period Class Schedule**

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.



## Technical Support:

| my class schedule | add | drop | swap | edit | term information |

## 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 Period | Undergraduate**
**Flexible Option | Univ of Wisconsin-Parkside**

change term

🟢 Open        🔳 Closed        🔺 Wait List

**Add to Cart:**
**Enter Class Nbr**

[_____] enter

**Find Classes**
◉ Class Search

search

**July 2015 Subscription Period Shopping Cart**

Your enrollment shopping cart is empty.

**▼ My July 2015 Subscription Period Class Schedule**

You are not registered for classes in this term.