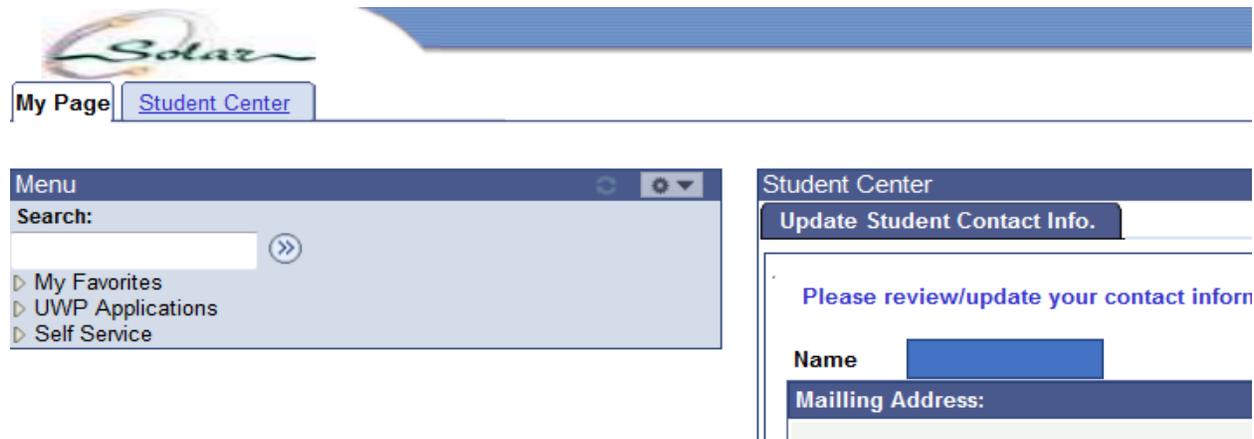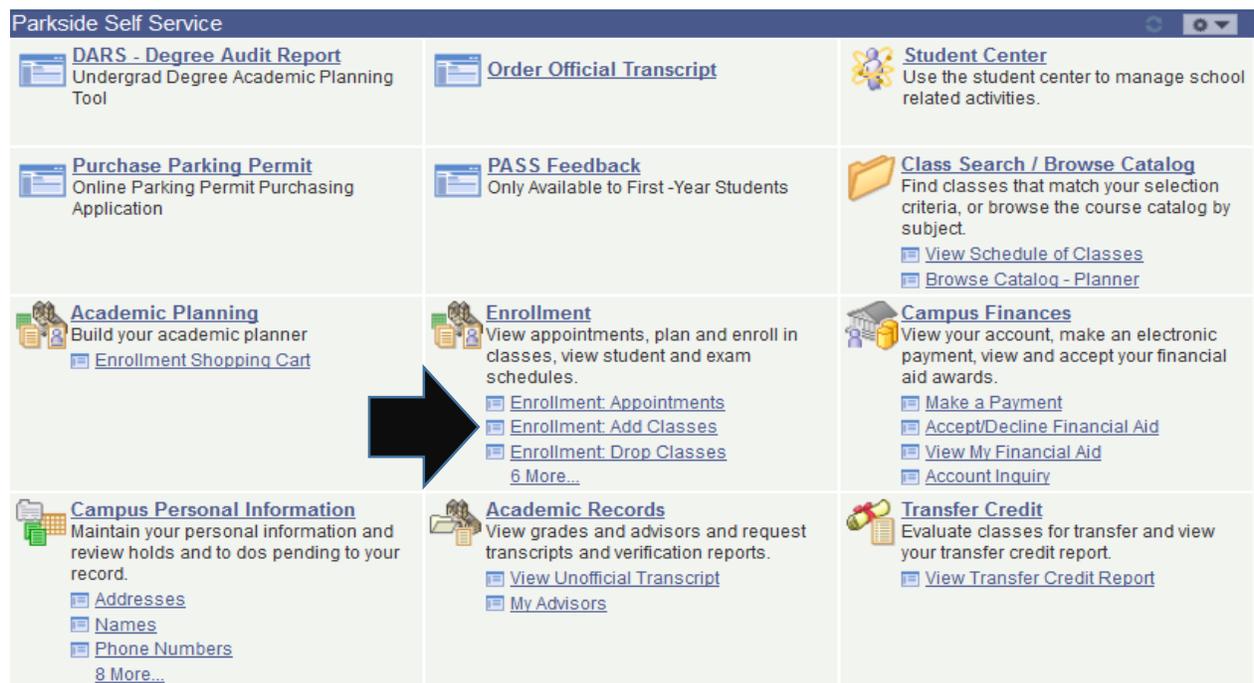**FLEX REGISTRATION**

Students will receive the log-in path in admissions correspondence, along with an Activation PIN.

Log in to SOLAR.
Periodically you will be asked to review/update your contact information. Please review that information and Edit/Add it to your record.

If the address information appears, the options of what is available to you in SOLAR is listed below it.
To enroll in your course(s), select Enrollment>Enrollment: Add Classes.

If this is the first term you are here, it will immediately take you in to the correct Subscription Period. For future terms, you will need to select the appropriate term by clicking on the radio button to the left of the desired Subscription Period. Then click the "Continue" button.

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

Add Classes

1—2—3

Select Term

...c term then click Continue.

	Term	Career	Institution
○	June 2015 Subscription Period	Undergraduate Flexible Option	Univ of Wisconsin-Parkside
○	July 2015 Subscription Period	Undergraduate Flexible Option	Univ of Wisconsin-Parkside

CONTINUE

Search **Plan** **Enroll** **My Academics**
My Class Schedule   Add   Drop   Swap   Edit   Term Information

go to ...

In order to search for your competency sets, click on the green "Search" button.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	term informatic

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

July 2015 Subscription Period Shopping Cart

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.

Select "Undergraduate Flexible Option" for the Course Career, select the appropriate Subject Code, and click on the green "Search" button.

Add Classes

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

Click the "select" button for the competency set you want.

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

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

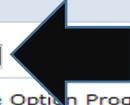**1. Select classes to add – Enrollment Preferences**

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** [   ]

		Grading	Flexible Option Program Grades
Session	Regular Academic Session		
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.

Add Classes   1─2─3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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

	● Open	■ Closed	▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MKT 469X-001 (9012)	ADVANCED PERSONAL SELLING (CompBased)		ONLINE	P. Knight	3.00	●

Please Click the links below to read and print the UW-Parkside Terms and Conditions of Financial Responsibility and Image Release.

Terms and Conditions for Financial Responsibility

Terms and Conditions for Image Release

Agreement Date 06/26/2015

☐ Yes, I have read and agree to the Terms

CANCEL	PREVIOUS	FINISH ENROLLING

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   1─2─3

3. View results

View the following status report for enrollment confirmations and errors:

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

	✔ Success: enrolled	✘ Error: unable to add class

Class	Message	Status
MKT 469X	**Success:** This class has been added to your schedule.	✔

MAKE A PAYMENT	MY CLASS SCHEDULE	ADD ANOTHER CLASS

Search   Plan   Enroll   My Academics
My Class Schedule   Add   Drop   Swap   Edit   Term Information

go to ... ▼ 》