9.0 Training
Student Services Center (Student)

Revised: January 5, 2011
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Course Overview

Welcome to PAWS Training

Thank you for taking part in Student Service Center (Student) training. This Student Services Center (Student) page is a component in PAWS that closely resembles the Student Center for students. This page has also been knick named the 360 Degree page as it provides administrative PAWS users with a view of what students see when they log into PAWS.

We hope this training provides you with the information to make your job in providing feedback to students easier, faster and more enjoyable for all parties involved. This manual is intended for administrative users of the PAWS system at the University of Wisconsin Milwaukee (UWM). This may include staff, advisors, student employees and/or faculty advisors.

About this Course

The purpose of this course is to help you successfully retrieve Student Records information from PAWS, specifically from the Student Services Center (Student) page. After this session, you will be able to:

• Navigate to the Student Services Center (Student) component
• Locate key pieces of data on the Student Services Center (Student) component in accordance with FERPA guidelines.
• Accurately Interpret data found on Student Services Center (Student) pages and related Student Records pages.
Terms to Know

This section will cover any terms that maybe referenced on the Student Services Center (Student) page. It will be a reference as you begin to understand the student record.

Academic Structure

The Academic Structure portion of the PAWS application is owned and maintained by Department of Enrollment Services as it is the basis for the course catalog, enrollment, grading, and transcripts. Here you see terms used for UWM’s academic structure. Examples of each appear below the term. Keep in mind that these are not complete lists.

<table>
<thead>
<tr>
<th><strong>Institution (University)</strong></th>
<th><strong>Careers (Levels)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>UWMIL</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Academic Groups (School/College)</strong></th>
<th><strong>Programs (Classifications)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Opportunity Center</td>
<td>AOC-Undergraduate</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Health Sciences Certificate Prg</td>
</tr>
<tr>
<td>Architecture &amp; Urban Planning</td>
<td>Health Sciences Grad Cert</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Health Sciences Grad Non Degree</td>
</tr>
<tr>
<td>Education</td>
<td>Health Sciences Graduate</td>
</tr>
<tr>
<td>Engineering &amp; Applied Science</td>
<td>Health Sciences Specials</td>
</tr>
<tr>
<td>Letters &amp; Science</td>
<td>Health Sciences Undergraduate</td>
</tr>
<tr>
<td>Nursing</td>
<td>Anthro Cert in Museum Studies</td>
</tr>
<tr>
<td>School of Information Studies</td>
<td>Arch/U Planning Grad Cert</td>
</tr>
<tr>
<td>Social Welfare</td>
<td>Arch/U Planning Grad NonDegree</td>
</tr>
<tr>
<td>The Arts</td>
<td>Architecture &amp; Urban Planning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Academic Organizations (Departments)</strong></th>
<th><strong>Plans (Majors/Minors)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Leadership</td>
<td>Accounting</td>
</tr>
<tr>
<td>Africology</td>
<td>Accounting MS</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Accounting-CM</td>
</tr>
<tr>
<td>Academic Opportunity Center</td>
<td>Accounting-CM Career</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Accounting-Career</td>
</tr>
<tr>
<td>Botany</td>
<td>Accounting-Intended</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Accounting-Post Bac</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Subjects (Curricular Areas)</strong></th>
<th><strong>Subplans (Options/Tracks)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Leadership</td>
<td>Geology General-Cert of Major</td>
</tr>
<tr>
<td>Africology</td>
<td>Geology Geophys-Cert of Major</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Geology Geophysics</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Geology Geophysics-BA</td>
</tr>
<tr>
<td>Civil Engineering &amp; Mechanics</td>
<td>Geology Geophysics-BS</td>
</tr>
</tbody>
</table>
## Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Groups</strong></td>
<td>School/College.</td>
</tr>
<tr>
<td><strong>Academic Level</strong></td>
<td>Year in school.</td>
</tr>
<tr>
<td><strong>Academic Organizations</strong></td>
<td>Departments or subjects.</td>
</tr>
<tr>
<td><strong>Career</strong></td>
<td>Level – Undergraduate or Graduate.</td>
</tr>
<tr>
<td><strong>Institution</strong></td>
<td>The university using the database. In our case, UWMIL means the University of Wisconsin Milwaukee. Sometimes being referenced as UWM.</td>
</tr>
<tr>
<td><strong>Milestone</strong></td>
<td>Represents the placement level of a test, such as Chemistry, English or a foreign language.</td>
</tr>
<tr>
<td><strong>Plan</strong></td>
<td>Major, minor or certificate.</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>Represents the school/college and type of program (special, certificate of major, etc).</td>
</tr>
<tr>
<td><strong>Subjects</strong></td>
<td>Curricular areas.</td>
</tr>
<tr>
<td><strong>Sub-plan</strong></td>
<td>Option, track or concentration within a plan. Not all plans have sub-plans.</td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td>Credits.</td>
</tr>
</tbody>
</table>
PAWS Undergraduate Programs

Below is a complete list of undergraduate programs available in the PAWS system as of fall, 2010. Codes and descriptions match the PAWS database.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHSP</td>
<td>Health Sciences Specials</td>
<td>EDCS</td>
<td>Education Non-Degree</td>
</tr>
<tr>
<td>AHUG</td>
<td>Health Sciences Undergraduate</td>
<td>EDUG</td>
<td>Education Undergraduate</td>
</tr>
<tr>
<td>AOCUG</td>
<td>AOC-Undergraduate</td>
<td>ENGCM</td>
<td>Engineering-CM</td>
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<td>ARCS</td>
<td>Architecture Specials</td>
<td>ENGBP</td>
<td>Engineering Post-Bac</td>
</tr>
<tr>
<td>ARTCM</td>
<td>Arts-Certificate of Major</td>
<td>ENGSP</td>
<td>Engineering Specials</td>
</tr>
<tr>
<td>ARTPB</td>
<td>Arts-Post Baccalaureate</td>
<td>GBLUG</td>
<td>Global Studies Undergraduate</td>
</tr>
<tr>
<td>ARTSP</td>
<td>Arts Specials</td>
<td>LACM</td>
<td>L&amp;S-Certificate of Major</td>
</tr>
<tr>
<td>ARTUG</td>
<td>School of the Arts-Undergrad</td>
<td>LAPB</td>
<td>L&amp;S-Post Baccalaureate</td>
</tr>
<tr>
<td>AUPUG</td>
<td>Architecture Undergraduate</td>
<td>LASP</td>
<td>Liberal Arts Special</td>
</tr>
<tr>
<td>BUSCM</td>
<td>Business-Certificate of Major</td>
<td>LAUG</td>
<td>Letters &amp; Science Undergrad</td>
</tr>
<tr>
<td>BUSPB</td>
<td>Business-Post Baccalaureate</td>
<td>LISC</td>
<td>Information Studies Crt of Maj</td>
</tr>
<tr>
<td>BUSUG</td>
<td>Business Undergraduate</td>
<td>LISSP</td>
<td>Information Studies Specials</td>
</tr>
<tr>
<td>CEDCM</td>
<td>Community EducationCM</td>
<td>LISP</td>
<td>Information Studies Post Bac</td>
</tr>
<tr>
<td>CEDPB</td>
<td>Community Education Post-Bac</td>
<td>MCSUG</td>
<td>Applied Math &amp; Computer Science</td>
</tr>
<tr>
<td>CRTAH</td>
<td>Health Sciences Certificate Prg</td>
<td>NURSP</td>
<td>Nursing Specials</td>
</tr>
<tr>
<td>CRTAR</td>
<td>Architecture Certificate Program</td>
<td>NURUG</td>
<td>Nursing Undergraduate</td>
</tr>
<tr>
<td>CRTBS</td>
<td>Business Certificate Program</td>
<td>OFCUG</td>
<td>Off-Campus Undergraduate</td>
</tr>
<tr>
<td>CRTED</td>
<td>Education Certificate Program</td>
<td>SWCM</td>
<td>Soc Welfare-Cert of Major</td>
</tr>
<tr>
<td>CR TLI</td>
<td>Information Studies Cert Prog</td>
<td>SWSP</td>
<td>Social Welfare Specials</td>
</tr>
<tr>
<td>CRTLS</td>
<td>Letter &amp; Science Cert Program</td>
<td>SWUG</td>
<td>Social Welfare Undergraduate</td>
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<td>CRTSW</td>
<td>Social Welfare Cert Program</td>
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<td>Auditors 60 and Over</td>
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<td>DISAD</td>
<td>Disabled Auditors</td>
<td>USUG</td>
<td>University Special Students</td>
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<tr>
<td>EASUG</td>
<td>Eng &amp; Comp Sci Undergrad</td>
<td>YTHUG</td>
<td>Youth Option Program</td>
</tr>
</tbody>
</table>
PAWS Graduate Programs

Below is a complete list of graduate programs available in the PAWS database as of fall, 2010. Codes and descriptions match PAWS database.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCT</td>
<td>Hlth Sciences Grad Certificate</td>
<td>L&amp;SGD</td>
<td>Letters &amp; Science Graduate</td>
</tr>
<tr>
<td>AHGD</td>
<td>Health Sciences Graduate</td>
<td>L&amp;SGI</td>
<td>Letters &amp; Science Dissertator</td>
</tr>
<tr>
<td>AHGD1</td>
<td>Hlth Sciences Dissertator</td>
<td>L&amp;SGN</td>
<td>L&amp;S Internship</td>
</tr>
<tr>
<td>AHGDP</td>
<td>Health Sciences Prelims</td>
<td>L&amp;SGP</td>
<td>Letters &amp; Science Prelims</td>
</tr>
<tr>
<td>AHND</td>
<td>Health Sciences Grad Non Degree</td>
<td>L&amp;SND</td>
<td>L&amp;S Grad Non Degree</td>
</tr>
<tr>
<td>ARTCT</td>
<td>Arts Grad Certificate</td>
<td>LISCT</td>
<td>Info Studies Grad Certificate</td>
</tr>
<tr>
<td>ARTGD</td>
<td>School of the Arts Graduate</td>
<td>LISGD</td>
<td>Info Studies Graduate</td>
</tr>
<tr>
<td>ARTND</td>
<td>Arts Graduate Non Degree</td>
<td>LISGI</td>
<td>Info Studies Dissertator</td>
</tr>
<tr>
<td>AUPCT</td>
<td>Arch/U Plng Grad Certificate</td>
<td>LISGP</td>
<td>Info Studies Prelim</td>
</tr>
<tr>
<td>AUPGD</td>
<td>Arch &amp; UrbanPlanning Graduate</td>
<td>LISND</td>
<td>Info Studies Grad NonDegree</td>
</tr>
<tr>
<td>AUPGI</td>
<td>Arch/Urban Planning Dissertator</td>
<td>NURCT</td>
<td>Nursing Grad Certificate</td>
</tr>
<tr>
<td>AUPGP</td>
<td>Arch/Urban Planning Prelims</td>
<td>NURGD</td>
<td>Nursing Graduate</td>
</tr>
<tr>
<td>AUPND</td>
<td>Arch/U Planning Grad NonDegree</td>
<td>NURGI</td>
<td>Nursing Dissertator</td>
</tr>
<tr>
<td>BUSCT</td>
<td>Business Grad Certificate</td>
<td>NURGP</td>
<td>Nursing Prelims</td>
</tr>
<tr>
<td>BUSGD</td>
<td>Business Graduate</td>
<td>NURND</td>
<td>Nursing Grad Non Degree</td>
</tr>
<tr>
<td>BUSGI</td>
<td>Business Dissertator</td>
<td>OFCGD</td>
<td>Off-Campus Graduate</td>
</tr>
<tr>
<td>BUSGP</td>
<td>Business Prelims</td>
<td>PHCT</td>
<td>Public Health Certificate</td>
</tr>
<tr>
<td>BUSND</td>
<td>Business Grad Non Degree</td>
<td>PHGD</td>
<td>Public Health Gradate</td>
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<tr>
<td>COORD</td>
<td>Graduate Coordinated Program</td>
<td>PHGDI</td>
<td>Public Health Dissertator</td>
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<td>EASCT</td>
<td>Engineering Grad Certificate</td>
<td>PHGDP</td>
<td>Public Health Prelim</td>
</tr>
<tr>
<td>EASGD</td>
<td>Engineering Graduate</td>
<td>PHND</td>
<td>Public Health Grad Non Degree</td>
</tr>
<tr>
<td>EASGI</td>
<td>Engr &amp; Applied Sci Dissertator</td>
<td>SFSCT</td>
<td>Freshwater Sciences Grad Cert</td>
</tr>
<tr>
<td>EASGP</td>
<td>Engr &amp; Applied Science Prelims</td>
<td>SFSGD</td>
<td>Freshwater Science Graduate</td>
</tr>
<tr>
<td>EASND</td>
<td>Engineering Grad Non Degree</td>
<td>SFSGI</td>
<td>Freshwater Science Dissertator</td>
</tr>
<tr>
<td>EDCT</td>
<td>Education Grad Certificate</td>
<td>SFSGP</td>
<td>Freshwater Science Prelim</td>
</tr>
<tr>
<td>EDGD</td>
<td>Education Graduate</td>
<td>SFSND</td>
<td>Freshwater Science Non Degree</td>
</tr>
<tr>
<td>EDGDI</td>
<td>Education Dissertator</td>
<td>SWCT</td>
<td>Social Work Grad Certificate</td>
</tr>
<tr>
<td>EDGD1</td>
<td>Education Prelims</td>
<td>SWGD</td>
<td>School of Social Welfare Grad</td>
</tr>
<tr>
<td>EDND</td>
<td>Education Grad Non Degree</td>
<td>SWGDI</td>
<td>School of Social Work Dissertator</td>
</tr>
<tr>
<td>EMBGD</td>
<td>Executive MBA</td>
<td>SWGD</td>
<td>School of Social Work Prelims</td>
</tr>
<tr>
<td>L&amp;SCT</td>
<td>L&amp;S Grad Certificate</td>
<td>SWND</td>
<td>Social Work Grad Non Degree</td>
</tr>
</tbody>
</table>
The Purpose
This component group displays a summary of student details available to the student from self-service.

Navigation: Menu > Campus Community > Student Services Ctr (Student)

The Student Services Ctr (Student) component holds information that in the past could only be obtained by navigating to different pages. Administrative users can access 15 different components from within the Student Services Ctr (Student).

Using the Student Services Ctr (Student) page in PAWS:

- Will save you time
- Make navigating in PAWS easier
- Allow you to provide better customer service to your students/advisees
The **Student Services Ctr (Student)** page is a similar view to what a student sees when he/she logs into PAWS and opens the **Student Center**. Both components display the appropriate student’s class schedule, holds/to do’s, enrollment appointment, grades, contact information, advisor name and links to key websites.

The main differences between the Student Services Ctr (Student) and the Student center are shown below:

**Student Services Ctr. (Student):**
Also known as the Administrative View or the 360 view, shows tabs along the top of the main page.

![Image of Student Services Ctr](image1)

**Student Center:**
Also known as the Student View, shows the Enroll option on the left side.

![Image of Student Center](image2)
In this next section we will discuss each of the Student Services Ctr (Student) (SSC(S)) tabs. You may see the following tabs:

- Student Center
- General Information
- Admissions
- Academics
- Finances
- Financial Aid
- Transfer Credit

Your PAWS security determines the tabs that will display. For example, if you do not have access to view finances, the Finances tab will not be displayed.
Student Center tab

We will be looking at specific sections of the Student Center tab on the SSC(S) component. The image captures are limited to top and bottom of the screen in order to make it easier to view each section. The images that follow will be labeled appropriately.

In the top section of the Student Center tab, the key areas include Academics, Search for Classes, Holds, To Do List items and Enrollment Dates.

Navigation: Menu > Campus Community > Student Services Ctr (Student)

Top of screen:

![Student Center Tab Image]

Your PAWS security determines the tabs that will display on this page (e.g., if you do not have access to view finances, the Finances tab will not be displayed). The main tab is the student center tab, which will be discussed below.
In the academics section the options include My Class Schedule, Shopping Cart, My Planner, and Other Academics.

My Class Schedule link goes to an actual copy of the student’s schedule. If more than one semester is active on PAWS, the user will have an option to change the term.

A sample of the My Class Schedule appears below.

The My Class Schedule defaults to display the enrolled, dropped and waitlisted classes. An end user can turn the “Show Dropped Classes” checkbox off. When the filter button is selected the screen will refresh and only show the enrolled and waitlisted classes.

If a student is on the waitlist for a class, the class status will appear as “Waiting” and a position number will be displayed. Waitlist means that the student is not actually enrolled in the class, but his/her name has been added to the wait list. When an opening becomes available in the class, the student may automatically be enrolled in the class. Students are encouraged to check PAWS regularly during the enrollment period to see if he/she has been added to the Waitlisted class. Students will receive notifications to their UWM email address.
Shopping Cart allows the student to add classes to their cart as soon as the term is available in PAWS. The Shopping Cart functions as a holding place until the student’s enrollment appointment arrives. Once the student’s enrollment period has begun, the student can move the class from his/her Shopping Cart to his/her class schedule by following the remaining enrollment steps.

Adding a class to the Shopping Cart does not ensure a place for the student in the class, nor does it check pre-requisites for the student. Pre-requisites and class availability are not checked until the final enrollment step is completed in PAWS. Once classes are added to the Shopping Cart, they remain there until the student removes them.
My Planner allows the student to plan out coursework that he/she would like to take in future semesters. The student can add the classes to the Planner and leave them in a general area, or the student can actually slot them into future semesters.

Once classes have been added to My Planner a student can register for those classes from within My Planner. However, the student still needs to move through all of the enrollment steps in order to secure a seat in the class.

When classes are slotted for a given semester the student will only be able to see the unslotted classes and the classes slotted for that given semester. Once classes are added to My Planner, they remain there until the student removes them.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Typically Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 101</td>
<td>Introduction to Psychology</td>
<td>3.00</td>
<td>Fall, UWinter, Spring &amp; Summer</td>
</tr>
<tr>
<td>PSYCH 205</td>
<td>Personality</td>
<td>3.00</td>
<td>Fall, UWinter, Spring &amp; Summer</td>
</tr>
</tbody>
</table>

The My Planner will give you a message if you open a student who has not added any courses to his/her Planner. It will say, “Your planner is empty. Use Plan by My Requirements or Browse Course Catalog to add courses to your planner.”
Under Other Academics, for administrative users, there are the following features:

- **Academic Requirements** – report that shows all the satisfied and not satisfied course work towards a degree.

- **Course History** – list of all of the course work that has been taken, transferred or in progress. The units are the number of units the class was taken for. This does not mean that the student earned this number of credits for the course.
• **Grades** – grades a student achieved in a class for a given semester. Showing you the number of units the student took the class for in addition to the actual grade achieved. It also displays the number of credits taken and passed for a given semester.

![View My Grades](image)

- **Placement Tests** – If the student has taken any placement tests, the scores will be listed with the level achieved displayed. The description represents the class the student is eligible to enroll in.

![View My Placement Tests](image)
• **Transfer Credit: Report** – show any transfer course work that was accepted at UWM. It will show the institution the student attended along with the term, class, number of credits, grade achieved and UWM’s equivalent. This page includes Test Credit and Other Credit too.

<table>
<thead>
<tr>
<th>Transfer Term</th>
<th>Incoming Course</th>
<th>Units Taken</th>
<th>Grade Input</th>
<th>Status</th>
<th>Equivalent Course</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2006</td>
<td>MATH 247</td>
<td>4.00</td>
<td>A</td>
<td>Posted</td>
<td>MATH 176</td>
<td>0.00</td>
<td>A</td>
</tr>
<tr>
<td>Fall 2006</td>
<td>MATH 247</td>
<td>4.00</td>
<td>B</td>
<td>Posted</td>
<td>MATH 176</td>
<td>4.00</td>
<td>B</td>
</tr>
<tr>
<td>Fall 2006</td>
<td>MATH 247</td>
<td>4.00</td>
<td>A</td>
<td>Posted</td>
<td>MATH 176</td>
<td>4.00</td>
<td>A</td>
</tr>
<tr>
<td>Fall 2006</td>
<td>CHEM 150</td>
<td>5.00</td>
<td>C</td>
<td>Posted</td>
<td>CHEM 104</td>
<td>0.00</td>
<td>T</td>
</tr>
</tbody>
</table>
If the student has enrollment for the current semester, his/her schedule will be displayed in the Academics section of the page.

The “current semester” is based on the current date so if you are on this page between semesters (for example, December 29th) it will say the student is not enrolled. Clicking on the My Class Schedule link will return a page with terms to select.
If the student has a hold on his/her record a summary will appear in the **Holds** section of the page. If you select the **Details** link, PAWS will show additional information.

Select **Return** and **Cancel** to return to the **Student Services Ctr (Student) > Student Center** tab.
The Student To Do list items shows a list of any of the things that a student needs to take care of. In this example, the student needs to provide UWM with an official copy of his/her undergraduate degree.
The Student Enrollment Appointment will appear on the right side of the page. If the Enrollment Appointment process has run in PAWS for the given semester you will see a message similar to the below message:

![Enrollment Dates](image)

If the open enrollment period has begun, then you will see the below message:

![Enrollment Dates](image)

Enrollment Appointments are run a couple of weeks prior to the enrollment process beginning. Students can add classes to their Shopping Cart prior to the Enrollment Appointment, but cannot actually register for classes until their Enrollment Appointment has been reached. Students can then register for classes any time after their Enrollment Appointment and up to and including the Open Enrollment time frame.

An example of the breakdown of Enrollment Appointments for Spring, 2011 is listed below:

- Graduate degree students beginning 11/24 at 8:00 am
- Graduate special students beginning 11/24 at 1:30 pm
- Seniors beginning 11/25 at 8:00 am
- Freshmen beginning 12/2 at 8:00 am
- Juniors beginning 12/7 at 12:00 pm
- Sophomores beginning 12/9 at 3:30 pm
- Undergraduate special students beginning 12/11 at 2:30 pm
- Open enrollment period beginning 12/12

**Important:** These details are an example and are subject to change for future terms.
In the bottom section of the Student Center tab, the key areas include Finances, Personal Information, Restrict Contact Information, Advisor and various links to web pages all listed under separate department headings.

**Bottom of screen:**

The financial section will show the details that you have access to see. This is not part of Student Records. For more clarification, please contact the Bursar’s office.
Personal Information section summarizes the Mailing and Home address types and Mailing and Campus email addresses if they are in PAWS.

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mailing</strong></td>
</tr>
<tr>
<td>C/O Rita Freiburger</td>
</tr>
<tr>
<td>Bolton 286</td>
</tr>
<tr>
<td>Enrollment Services</td>
</tr>
<tr>
<td>Milwaukee, WI 53211</td>
</tr>
<tr>
<td>Milwaukee</td>
</tr>
<tr>
<td><strong>Mailing</strong></td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

It also provides links to Demographic Data and Emergency Contact. The screen shots provide a view of the specific pages.

Demographic Data:
Emergency Contact:

<table>
<thead>
<tr>
<th>Primary Contact</th>
<th>Contact Name</th>
<th>Relationship</th>
<th>Phone</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Betty Rubble</td>
<td>Friend</td>
<td>414/123-1234</td>
<td>1234</td>
</tr>
</tbody>
</table>

On the Student Center you can see if a student has restricted his or her Contact Information. The yes or no options will be grayed out so that you cannot change the student’s restriction. The restriction should only be changed by the student.

Note: If you have a student self-service account and click the Change Contact Restriction link PAWS will take you to your own student center Change Contact Restriction page. Otherwise, you will receive a message, you are not authorized to access this page. This can be confusing, but is a way to make sure that users are not changing another student’s restriction.

Links at the bottom of the page, mirror the tabs along the top of the page. Selecting a link or a tab will redirect your PAWS screen to the appropriate section of the Student Services Center (Student) page.

Note: When a student logs into PAWS the tabs along the top and bottom of the page do not appear. Tabs appear for a student once he/she attempts to perform an action, such as Enroll.
The name of the student’s advisor will appear in the Advisor section of this page. If more than one advisor has been assigned to the student, additional names will display.

The student can select the Details link from his/her Student Center to send an email to his/her advisor.

If you select Details and then select the Advisor you may receive the below error message. If your department is using PantherLink the automatic email from a website will not work.

It is recommended that you just send an email through your standard method. For those users on campus who use PantherLink, that is the recommended option.
Key departments across campus have sections in PAWS to direct students to critical web pages. The **Records and Registration Info.**, **Financial and Fee Info.** and **Admissions** sections have contact links specific to their business. Below is the **Records and Registration Information** section.

Schedule of Classes Link:
Course Wait List Information Link

Course Wait Listing

- How Do Wait Lists Work?
- Adding To and From a Wait List
- Frequently Asked Questions (FAQs)
  - FAQs for Students
  - FAQs for Instructors
  - FAQs for Staff

Effective with the Summer/Fall 2010 registration cycle, students will have the opportunity to add themselves to a wait list within PAWS for courses that have reached their enrollment capacity. While each academic department determines if a wait list will be offered for a given class and has ultimate discretion regarding how students will be added to the class from the wait list, the use of wait lists provides many benefits:

- Wait lists can be offered on a section-by-section basis and students can use PAWS to easily determine if a wait list is available.
- Once a wait list has been established, students who are not on the waiting list cannot "jump" students who are on the waiting list if a seat becomes available in the class.
- Students, faculty and staff can easily monitor the wait list positions of students via the PAWS Student Center and class rosters.
- As seats become available, an automatic process will promote students from the wait list into the class, thereby eliminating manual work for instructors and staff.
- Departments and schools/colleges can exercise a manual option if they wish to control which students are added from a wait list.

How Do Wait Lists Work?
Wait lists will provide students, faculty and staff with a process that is easy to understand and to monitor. Get an overview of how they work. For more information, you can view a wait list tutorial.

Wait List Functionality
When the Schedule of Classes for a given term is created, school/college and/or departmental schedule builders can establish a wait list capacity for each class section. Not all class sections will have wait lists and some, such as courses where instructor consent is required, should never have wait lists.

When searching for classes on PAWS and/or enrolling in a class, a student will have an option of indicating if s/he is willing to be placed on a wait list (will insert a hyperlink to the waitlist tutorial here) if the class is full. The student will also have the option of specifying another class that s/he wishes to drop if s/he is enrolled in the class from the wait list.

An automatic process will run three times a week (on Mondays, Wednesdays and Fridays). If there are spaces available in a class, the process will add students from the wait list to the class using the priority of the wait list position number. A notification email will be sent to students once they have been enrolled from the waiting list into the class.

Students who remain on the waiting list after the automated process has run will also receive an email informing them that they are still on the wait list and directing them to PAWS to check their wait list position.

NOTE: Some departments and/or schools/colleges may opt not to use the automatic waitlist process and will instead manually control which students are added to the class from the waitlist.
Race and Ethnicity Link

Race/Ethnicity Resurvey Information

The U.S. Department of Education (DOE) requires all higher education institutions to report the number of students in various race/ethnic categories. The DOE recently established new guidelines for the collection of race/ethnicity information and, for the first time, has provided students with an option of reporting multiple ethnicities. In addition the guidelines include a required two-part question format that students who have applied to UW or other UW System institutions have used since Fall 2009.

In response to these changes, the Department of Education encouraged institutions to allow current students and staff to re-identify their race and ethnicity. As such, UWM and other UW campuses are asking students to re-identify their race and ethnicity as they enroll in summer and/or fall 2010 courses. At UWM, students will be presented with this survey within the PAWS account.

You are not obligated to disclose your race/ethnicity but we strongly encourage you to do so. Your response will help the UW System meet federal reporting requirements and will also assist in identifying opportunities, awarding scholarships and financial aid.

Racial/ethnic information will be treated as confidential and will not appear on academic records, grade reports, class lists, or transcripts. Individual racial/ethnic information will be released only with the student’s consent or as otherwise required or permitted by law.

What does the question look like?

Students will be asked to answer the following questions. The two-part format and language are part of federal requirements. The questions will appear once a student has selected a term in which they wish to enroll.

1. Ethnicity: Are you of Hispanic or Latino origin?  
   - Yes  
   - No

   If yes, choose one or more from the list below.
   - Cuban
   - Mexican American or Chicano
   - Other Hispanic or Latino

2. Race: Choose one or more from the list below.
   - African American or Black
   - American Indian or Alaska Native
   - Native Hawaiian or Pac Islander
   - Asian
   - Black
   - Caribbean
   - Central American
   - Cuban
   - Dominican
   - Haitian
   - Hispanic
   - Mexican
   - Other Asian
   - Pacific Islander
   - Puerto Rican
   - Other Hispanic or Latino
   - White

Save/Return

How does the U.S. Department of Education define ethnicity and race?

The U.S. Department of Education and its subsidiary, the National Center for Education Statistics, bases ethnicity on the following categorizations:

- Hispanic or Latino/a: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. In addition to the required category, the State of Wisconsin and UW institutions have particular interest in identifying students who are Cuban, Mexican/Mexican-American/Chicano/a, Puerto Rican or of other Hispanic or Latino(a) descent. Please select all of these Hispanic or Latino(a) subcategories that pertain to your heritage.
Below is the Financial and Fee Information section:

![Financial and Fee Info](image)

**Fee Facts**

**Announcements**

**UW-Milwaukee Announces Move To Federal Direct Loan (DL) Program For 2010-2011**

Beginning with the fall 2010 semester, UW-Milwaukee will process all Federal Stafford and PLUS loans through the William D. Ford Federal Direct Loan (DL) program. This program will replace the Federal Family Education Loan (FFEL) program on our campus. This means students will no longer use private lenders to receive their loan funds; they will borrow directly from the federal government.

ALL borrowers will be required to complete a new Federal Direct Loan Master Promissory Note (MPN) to borrow for enrollment beginning fall 2010. Please select this link to be directed to our “Online Loan Applications 2010-2011” page to complete your MPN and entrance loan counseling now.

Full-Ride Scholarships Available For Incoming Freshmen

UW-Milwaukee is pleased to announce the

**Current News**

**Important Announcements Being Emailed To Students Beginning July 28**

A number of emails are being sent to UWM email addresses of students eligible to register for the Fall 2010 semester. Links below will show you the various messages. Please read all information carefully and completely.

- Answers to your Financial Aid Questions
- Financial Aid Update
- Billing/Payment Process for Fall 2010

**New Lending Laws Immediately Affect UWM Students**

10 May 2010

The new Federal Direct Loan program signed into law by the Obama Administration will have an impact on students who collect financial aid at UW-Milwaukee.

Read the full story

**Graduate Student Orientation**

Please click below to access the PowerPoint presented by the Financial Aid Office during Graduate Student Orientation:

- Graduate Student Orientation PowerPoint

**Note:** This website was recently updated. Currently Fee Facts and Financial Aid go to the same front page.
Financial Aid Website

Important Announcements Being Emailed To Students Beginning July 28
A number of emails are being sent to UWM email addresses of students eligible to register for the Fall 2010 semester. Links below will show you the various messages. Please read all information carefully and completely.

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Read the full story

Graduate Student Orientation
Please click below to access the PowerPoint presented by the Financial Aid Office during Graduate School Orientation.
Graduate Student Orientation PowerPoint

Campus Preview
Please click below to access the PowerPoint presented by the Financial Aid office during the Campus Preview.
Campus Preview PowerPoint

The Five-Minute FAFSA
The Five-Minute FAFSA
Grant PAWS Access to Others

Instructions for granting access in PAWS

PAWS Designate Access Tutorials
- Granting Access to Others
- Granting Access to Others
- Designate Access Tutorial
- Designate Access Tutorial

Grant Others Access

PAWS Designate Access

**Question** | **Answer**
---|---
How do I create an account? | 1. Under Personal Information, click "Grant Access to Others."  
2. Read privacy information and click "I agree to these conditions."  
3. Click "Create Account."  
4. Enter a name in "This Account Is For."  
5. Create a password.  
6. Choose what information this new account may access by selecting "Give Access" or "Deny Access" in the drop-down menu for all items. Click "Save."  
- A message will appear confirming that the account has been set up.  
- To add another account, click "Create Account" and follow the same process.

How does the person I created the account for receive their login information? | Once you have created an additional account, two e-mails will be sent to your UWM email account with the account ID and password. It is your responsibility to pass on this information to the account holder. You will receive two new e-mails each time an account is created or updated.

What information can be accessed through a designate account? | When you create an additional account, you have the ability to choose what information the account holder can view. Access may be granted as follows:
- **To Do Lists** (provides items that applicants or students need to complete for a specific department on campus. For example, submitting a high school transcript to Admissions.)
- **Financials Make a Payment** (includes viewing Financial Aid as well as making a payment for tuition.)
- **View Grades** (includes viewing grades for current as well as previous semesters at UWM.)

**Note:** This access does not give anyone permission to call the University and ask questions regarding your account.
Below is the **Admissions** section:

**Apply as a graduate**

![Admissions Section](image-url)

---

**Apply for Graduate Admission**

**When to Apply to a Degree Program**

The Graduate School recommends that you begin the application process one year before the semester you plan to start. Please check with your proposed graduate program and the Financial Aid Office to learn their deadlines.

**Admission Requirements**

Graduate School and UWM graduate program degree admission requirements.

**Online Application**

Complete the UW System admission application.

**Application Checklist**

A list of steps to take during the degree application process.

**Non-Degree Admission**

This admission category allows you to take courses for graduate credit without pursuing a degree.

**Certificate Admission**

Apply for a program designed for professional advancement, career change, or personal enrichment.
Apply as an undergraduate

Admission

This information is organized by category of applicant. Please take a moment to read the following descriptions of applicant types, which will help direct you to the appropriate set of application instructions. If, after reading the section that pertains to your particular applicant status, you still have questions or concerns, please don't hesitate to contact us.

Prospective
A prospective student is anyone who would like more information about UWM and the city of Milwaukee.

New Freshman
If you are attending high school, or have graduated from high school but have never enrolled at a college or university as a degree-seeking student, apply as a freshman.

Transfer
If you are a high school graduate and have enrolled at a college or university as a degree-seeking student with 12 or more credits, apply as transfer student.

International
If you are not a U.S. citizen and would like to study at UWM, this information will guide you through the process.

Graduate
If you plan on seeking a master's or doctorate degree or graduate certificate from UWM, apply as a graduate student.

Second Undergraduate Degree
If you plan on seeking a second bachelor's degree or certification from UWM, apply as a second degree student.

Re-Entry
If you have previously attended UWM, did not complete your degree and are seeking re-admittance, apply as a re-entry student.
General Info. tab

We will be looking at specific sections of the General Info. tab on the SSC(S) component. The image captures are limited to top, middle and bottom of the screen in order to make it easier to view each section. The images that follow will be labeled appropriately.

In the top section of the General Info. tab, the key areas include links to jump to each section, buttons to collapse and expand all sections and the Service Indicator summary.

Navigation:
Menu > Campus Community > Student Services Ctr (Student)

Select general info tab.

Top of Screen:
Middle of Screen:

**Initiated Checklists**

**Personal Data**

- **Campus ID:** 990-0
- **Date of Birth:** 06/19/1984
- **Gender:** Female
- **Marital Status:** Unknown

**National ID**

<table>
<thead>
<tr>
<th>Country</th>
<th>National ID Type</th>
<th>National ID</th>
<th>Primary NID</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>Social Security Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Names**

<table>
<thead>
<tr>
<th>Name Type</th>
<th>Display Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Former</td>
<td>Rita Sasi</td>
<td>Active as of 1999-09-25</td>
</tr>
<tr>
<td>Primary</td>
<td>Rita Paws</td>
<td>Active as of 2005-03-10</td>
</tr>
</tbody>
</table>
### Bottom of Screen:

#### Addresses

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Mail Drop</td>
<td>Enrollment Services -BOL 272</td>
<td>Active as of 2007-02-02</td>
</tr>
<tr>
<td>Home</td>
<td>2331 S 93rd St</td>
<td>Active as of 2004-05-20</td>
</tr>
<tr>
<td></td>
<td>West Allis, WI 53217-2319</td>
<td></td>
</tr>
<tr>
<td>Mailing</td>
<td>c/o Jon Lenichak BOL 272</td>
<td>Inactive as of 2007-02-02</td>
</tr>
<tr>
<td></td>
<td>Des</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Milwaukee, WI 53211</td>
<td></td>
</tr>
</tbody>
</table>

#### Phones

No phones found.

#### Email Addresses

No email addresses found.
The links in the upper left corner of the General Information tab jump the display on your monitor/device to that portion of the PAWS page. The links include:

- **Service Indicators** – Shows any positive or negative indicators for a student. A negative service indicator would be placed if a student has unpaid fees. A positive service indicator would be if a student had set-up a payment plan for his/her tuition.

- **National ID** – Shows the student/applicant’ Social Security Number. Depending on your security you may only see the last four digits of this number with the rest of the number being replaced by a symbol.

- **Addresses** – Shows the status, effective date and address details for each address type the student/applicant has in PAWS.

- **Email Addresses** – Shows the email address and preferred checkbox for each email type in PAWS.

- **Initiated Checklists** – Shows a summary of all of the checklist items on a student/applicant’ record.

- **Personal Data** – Show the student/applicant’ Campus Id number, date of birth and gender. Marital Status is not tracked at UWM. The Date of Birth may only display the month and day and not display the year, depending upon your PAWS security access.

- **Names** – Will display first and last name, status and effective date for each name type that is in PAWS. The primary name is the type used by UWM.

- **Phones** – Will display the full phone number including an extension if one is needed and a preferred checkbox for each phone type listed in PAWS.

Use the **Collapse All** and **Expand All** buttons to close the details of each section, for example below **Personal Data** is expanded and **Initiated Checklists** is collapsed.

![Initiated Checklists](#)

![Personal Data](#)

<table>
<thead>
<tr>
<th>Campus ID:</th>
<th>990-55-3905</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>06/19/1984</td>
</tr>
<tr>
<td>Gender:</td>
<td>Female</td>
</tr>
<tr>
<td>Marital Status:</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

[Go to top]
Select the **Edit _____** button, in each section title, to jump to that specific component in PAWS. (Fill the blank with the appropriate section button.) Using this button is like navigating to the component separately to review, update or correct data on a page. Depending on your security you may or may not be able to make changes to individual components in PAWS.

Use the **Go to top** link to return to the top of the **General Info** page where the links for each section are shown.

Each button on the General Info page is explained next.
Edit Service Indicators button jumps to the **Manage Service Indicator** component.

**Manage Service Indicators**

<table>
<thead>
<tr>
<th>Code</th>
<th>Code Description</th>
<th>Reason Description</th>
<th>Institution</th>
<th>Start Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA1</td>
<td>University Credit Agreement</td>
<td>University Credit Agreement</td>
<td>UWMIL</td>
<td>0000</td>
<td>07/29/2008</td>
<td></td>
</tr>
<tr>
<td>FEC</td>
<td>Financial Aid Elec Consent</td>
<td>Electronic Consent for Finaid</td>
<td>UWMIL</td>
<td>0000</td>
<td>10/27/2008</td>
<td></td>
</tr>
<tr>
<td>FEC</td>
<td>Financial Aid Elec Consent</td>
<td>Electronic Consent for Finaid</td>
<td>UWMIL</td>
<td>0000</td>
<td>05/09/2008</td>
<td></td>
</tr>
</tbody>
</table>

[Add Service Indicator]
Code CA1 was selected.

Select cancel button twice to return to SSC(S) component.

You can use the SSC(S) General Info tab, Edit Service Indicator button OR you can navigate from:

**Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators**

If you use the **Edit Service Indicators** button, you can select **Cancel** to return to the **Student Services Ctr (Student) > General Info** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
Review Checklist Summary button jumps to the Checklist Summary component. When the page appears, it will have the ID of the student you have pulled up. And also the Responsible ID of you. If you want to see all Checklists, delete out the Responsible ID number and then select the Search button.
You can use the SSC(S) General Info tab, Review Checklist Summary button OR you can navigate from:

**Menu > Campus Community > Checklists > Person Checklists > Person Checklist Summary**

If you use the **Review Checklist Summary** button, you can select **Cancel** to return to the **Student Services Ctr (Student) > General Info** tab.

To see details, select **View** link. The details will open in second window.

To close the second window, select the X in the upper right corner. And select **Cancel** to return to the **Student Services Ctr (Student) > General Info** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
Edit Personal Data button jumps to the Add/Update a Person component.

You can use the SSC(S) General Info tab, Edit Personal Data button OR you can navigate from:

Menu > Campus Community > Personal Information > Add/Update a Person

If you use the Edit Personal Data button, select Cancel to return to the Student Services Ctr (Student) > General Info tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
**Edit National Ids** button jumps to the **Add/Update a Person** component, shown on previous page.

You can use the SSC(S) General Info tab, Edit National Ids button OR you can navigate from:

**Menu > Campus Community > Personal Information > Add/Update a Person**

If you use the **Edit National Ids** button, you can select **Cancel** to return to the **Student Services Ctr (Student) > General Info** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
Edit Names button jumps to the Names component.

You can use the SSC(S) General Info tab, Edit Names button OR you can navigate from:

Menu > Campus Community > Personal Information > Biographical > Names

If you use the Edit Names button, you can select Cancel to return to the Student Services Ctr (Student) > General Info tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
**Edit Addresses** button jumps to the **Addresses** component.

![Addresses Component](image)

You can use the SSC(S) General Info tab, Edit Addresses button OR you can navigate from:

**Menu > Campus Community > Personal Information > Add/Update a Person**

Select Addresses tab.

If you use the **Edit Addresses** button, you can select **Cancel** to return to the **Student Services Ctr (Student) > General Info** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
Admissions tab

We will be looking at specific sections of the Admissions tab on the SSC(S) component. The image captures are limited to top and bottom of the screen in order to make it easier to view each section. The images that follow will be labeled appropriately.

In the top section of the Admissions tab, the key areas include Career, Application Nbr., Program, Program Status, Last School Attended and Applicant Progression.

Navigation:
Menu > Campus Community > Student Services Ctr (Student)

Select admissions tab.

Top of Screen:
Select the appropriate program on the left to see the details on the right. Application 00017568 on left matches Application Nbr. 00017568 on the right.

Details adjust depending on the application that is selected on the left side of the page.

Selecting the link to the Program code will take you to details about that Program. The component will show the Academic Program, Standing/Honors, UWM Acad Prog Degr, Taxonomy/Campus, Repeat/Incomplete, Enrollment, Course and Dynamic Date tabs. If you have inquiry only access, you will not be able to edit information on this page. You can select Cancel to return to the Student Services Ctr (Student) > Admissions tab.

Selecting the link to the Plan code will take you to details about that Plan. The component will show the Academic Plan Table, Print Options, Taxonomy and Owner tabs. If you have inquiry only access, you will not be able to edit information on this page. You can select Cancel to return to the Student Services Ctr (Student) > Admissions tab.
Edit Application Data button jumps to the Maintain Applications component.

You can use the SSC(S) Admissions tab, Edit Application Data button OR you can navigate from:

Menu > Student Admissions > Application Maintenance > Maintain Applications

If you use the Edit Application Data button, you can select Cancel to return to the Student Services Ctr (Student) > Admissions tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
In the bottom section of the Admissions tab, the key areas include External Education and Test Summary.

**Bottom of Screen:**

![Image of the bottom section of the Admissions tab showing External Education and Test Summary tables.](image-url)
Select **Edit Education Data** button to jump to the **External Education** component, shown below.

You can use the SSC(S) Admissions tab, Edit Education Data button OR you can navigate from:

**Menu > Student Admissions > Application/Transcript > Education**

If you use the **Edit Education Data** button, you can select **Cancel** to return to the **Student Services Ctr (Student) > Admissions** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
On various pages, such as the **External Education** area, where there are arrows pointing to the right or down, you can see additional information. When the arrow points to the right the details are closed. When the arrow points down the details are opened. Click the arrow once to open or close as shown below.

**Closed Details Sample**

![Closed Details Sample](image)

**Open Details Sample**

![Open Details Sample](image)
When the External Education section is maximized, as shown below, there are two links External Courses and External Degrees.

Select the External Courses link to jump to External Education component, scroll down to see the External Subjects. This page is used to enter High School units.
Select the **External Degrees** link to jump to the **Courses and Degrees** tab on the **External Courses** component.
Select **Edit Student Tests** button to jump to the **Test Results** component.

Select **Cancel** to return to the **Student Services Ctr (Student) > Admissions** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
The **Test Summary** section of the page allows for filtering.

Enter the data to filter by selecting the drop down. Click on the text that best represents what you want to filter by.

Select an operator (i.e., <=, =, >=, in, like) and type a value to search for. Then select the **Filter** button. When the filter is complete, the screen will only show the filtered data.
Academics tab

We will be looking at specific sections of the Academics tab on the SSC(S) component. The image captures are limited to top, middle and bottom of the screen in order to make it easier to view each section. The images that follow will be labeled appropriately.

In the top section of the Academics tab, the key areas include the Career, Program, Status, Admit Term, Expected Graduation, Plan and Requirement Term.

Navigation:
Menu > Campus Community > Student Services Ctr (Student)

Select academics tab.

Top of Screen:

Select the appropriate program on the left to see the details on the right. (e.g., LAUG – Letters & Science Undergrad on left matches Program LAUG Letters & Science Undergrad on the right.)
Select **Edit Program Data** button to jump to the **Student Program/Plan** component. **Student Program/Plan** component has the following tabs included:

- Student Program
- Student Plan
- Student Sub-Plan
- Student Attributes
- Student Degrees

Each tab is explained in more detail in the next section.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Program</strong></td>
<td>Displays the status, program action, and the program the student is pursuing in the appropriate school/college. (e.g., ARTUG is undergraduate degree in Peck School of Art.)</td>
</tr>
<tr>
<td><strong>Student Plan</strong></td>
<td>Displays the student's major/(s) and/or minor(s). (e.g., ARTBA is a Bachelor's of Art in Art.)</td>
</tr>
<tr>
<td><strong>Student Sub-Plan</strong></td>
<td>Displays the student’s sub-plan, if one is assigned. (e.g., ARTCRMBFA is a sub-major in Ceramics.)</td>
</tr>
<tr>
<td><strong>Student Attributes</strong></td>
<td>Displays information for College Connection.</td>
</tr>
<tr>
<td><strong>Student Degrees</strong></td>
<td>Page will be populated, when a degree has been awarded.</td>
</tr>
</tbody>
</table>

The Student Program/Plan component defines the student's major or minor. It contains the school/college that the student is admitted to or pursuing his/her degree in.
On the **Student Program** tab you will find the Student’s Academic Program, Admit Term, and Program Requirement Term.

Key fields include:

- **Status** which means whether the student is **Active in Program** or has been **discontinued**.
- **Effective Date** is the date the **Program Action** becomes effective on the student’s record.
- **Program Actions** include:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTV</td>
<td>Activate</td>
</tr>
<tr>
<td>ADRV</td>
<td>Admission Revocation</td>
</tr>
<tr>
<td>COMP</td>
<td>Completion of Program</td>
</tr>
<tr>
<td>DATA</td>
<td>Data Change</td>
</tr>
<tr>
<td>DEFR</td>
<td>Defer Enrollment</td>
</tr>
<tr>
<td>DISC</td>
<td>Discontinued</td>
</tr>
<tr>
<td>MATR</td>
<td>Matriculation</td>
</tr>
<tr>
<td>PLNC</td>
<td>Plan Change</td>
</tr>
<tr>
<td>PRGC</td>
<td>Program Change</td>
</tr>
<tr>
<td>RADM</td>
<td>Readmit</td>
</tr>
<tr>
<td>RAPP</td>
<td>Readmit Application</td>
</tr>
<tr>
<td>REVK</td>
<td>Revoke Degree</td>
</tr>
<tr>
<td>WADM</td>
<td>Administrative Withdrawal</td>
</tr>
</tbody>
</table>
• **The Admit Term** is the term in which the student is first admitted into the university or into the school/college.

  **Note:** If a program is new, the admit term will be the term that the new program became effective on campus. PAWS will not allow a student to have an admit term into that program before the program was created on the database system.

• The **Requirement Term** is the term in which academic advisement degree progress requirements apply to the student for this Program. This applies only to Undergraduate programs.

• **Expected Grad Term** is set when a student first enrolls and is updated every semester based on academic level. It is changed when the student notifies us through PAWS of their intended date of graduation.

You can use the SSC(S) Academics tab, Edit Program Data button OR you can navigate to:

**Records and Enrollment > Career and Program Information > Student Program/Plan**

If you use the **Edit Program Data** button, you can select **Cancel** to return to the **Student Services Ctr (Student) > Academics** tab.

**Note:** If you have inquiry only access, you will not be able to edit information on a page.
On the **Student Plan** tab you will find the Student’s Academic Plan, Plan Sequence Number, and plan Requirement Term. A plan can be a major, minor or certificate. A student can have multiple plans.

You can use the SSC(S) Academics tab, Edit Program Data button and select the **Student Plan** tab OR you can navigate to:

**Menu > Records and Enrollment > Career and Program Information > Student Program/Plan**

Select **Student Plan** tab.

To review multiple plans, use the scroll option bar.

<table>
<thead>
<tr>
<th>Option</th>
<th>DESCRIPTION /ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View All</strong></td>
<td>Displays all rows of information on a page. When this feature is enabled, the link changes to <strong>View 1</strong>, so that you can return to the opposite setting.</td>
</tr>
<tr>
<td><strong>View 1</strong></td>
<td>Displays one row of information on a page. When this feature is enabled, the link changes to <strong>View All</strong>, so that you can return to the opposite setting.</td>
</tr>
<tr>
<td><strong>First</strong></td>
<td>Takes you to the first row of information.</td>
</tr>
<tr>
<td><strong>Previous</strong></td>
<td>Displays the previous row of information.</td>
</tr>
<tr>
<td><strong>Next</strong></td>
<td>Displays the next row of information.</td>
</tr>
<tr>
<td>Option</td>
<td>DESCRIPTION / ACTION</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------</td>
</tr>
<tr>
<td>1 of 2</td>
<td>Display how many rows are showing out of the total number of rows. For example, the 1 of 2 means that row 1 is displayed on the screen and there is a second row that is currently hidden.</td>
</tr>
<tr>
<td>Last</td>
<td>Takes you to the last row of information.</td>
</tr>
</tbody>
</table>

If you use the Edit Program Data button, you can select **Cancel** to return to the **Student Services Ctr (Student) > Academics** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
On the **Student Sub-Plan** tab you will find the Student’s Academic Sub-Plan and sub-plan Requirement Term. Some plans have sub-plans, which are options, tracks, sub-majors, or concentrations. Some examples of sub-plans are Finance-Investments (within the Finance plan) and Law Studies (within the Political Science plan).

You can use the SSC(S) Academics tab, Edit Program Data button and select the **Student Sub-Plan** tab OR you can navigate to:

**Menu > Records and Enrollment > Career and Program Information > Student Program/Plan**

Select the **Student Sub-Plan** tab.

---

**Important:** Not all plans have sub-plans associated with them. It is common for this page to be blank.

If you use the **Edit Program Data** button, you can select **Cancel** to return to the **Student Services Ctr (Student) > Academics** tab.

**Note:** If you have inquiry only access, you will not be able to edit information on a page.
The Student Attributes page identifies certain information about a student. Currently this page is used to show students who participate in the College Connection program with a Student Attribute of CLCN. The Student Attribute Value shows the name of the participating institution.

You can use the SSC(S) Academics tab, Edit Program Data button and select the Student Attributes tab OR you can navigate to:

Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Select Student Attributes tab.

The student attends classes at the participating institution, but gets a degree from UWM. Courses are taught by UWM instructors. Two year UW schools that are participating include:

<table>
<thead>
<tr>
<th>Code</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAR</td>
<td>Baraboo</td>
</tr>
<tr>
<td>FDL</td>
<td>Fond du Lac</td>
</tr>
<tr>
<td>MAN</td>
<td>Manitowoc</td>
</tr>
<tr>
<td>MAR</td>
<td>Marinette</td>
</tr>
<tr>
<td>MATCMAD</td>
<td>MATC/Madison</td>
</tr>
<tr>
<td>NIC</td>
<td>Nicolet</td>
</tr>
<tr>
<td>RICH</td>
<td>Richland</td>
</tr>
<tr>
<td>Code</td>
<td>School</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>ROCK</td>
<td>Rock County</td>
</tr>
<tr>
<td>SHEB</td>
<td>Sheboygan</td>
</tr>
<tr>
<td>WASH</td>
<td>Washington</td>
</tr>
<tr>
<td>WAUK</td>
<td>Waukesha</td>
</tr>
</tbody>
</table>

If you use the **Edit Program Data** button, you can select **Cancel** to return to the **Student Services Ctr (Student) > Academics** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
The Student Degrees page identifies a student who has applied for graduation or has been awarded a UWM degree.

You can use the SSC(S) Academics tab, Edit Program Data button and select the Student Degrees tab OR you can navigate to:

Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Select the Student Degrees tab.

- **Degree Checkout Status** could include:
  - **Applied**: Student has applied for graduation.
  - **Awarded**: Student has received his/her degree.
  - **Pending**: Student has paid graduation fees, but did not graduate.

- When the degree is conferred the following information appears:
  - **Status**: Completion of Program.
  - **Program Action**: Completion of Program.
  - **Degree Checkout Status**: Awarded.
  - **Completion Term**: Term in which the degree is conferred.

- The Degree component shows more detailed information about students’ degrees. This will be covered in more detail below.
If you use the **Edit Program Data** button, you can select **Cancel** to return to the **Student Services Ctr (Student) > Academics** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
In the middle section of the Academics tab, the key areas term summary, degree information, incomplete records indicator, edit term data, level/load and classes.

**Middle of Screen:**

Select the appropriate term on the left to see the details for that term on the right. (e.g., Selecting 1084 - Fall 2009 on left shows class enrollment for Fall 2009 on the right.)
You can use the SSC(S) Academics Tab, Degree Information link to jump to the Degree component OR you can navigate to:

**Menu > Records and Enrollment > Graduation > Student Degrees**

![Degree Information](image)

The pages in the Student Degrees component show information about degrees received from UW-Milwaukee.

This page is populated after the final term.

- The Degree page shows basic information about a degree: the type of degree, term of completion, date degree was conferred, status (Awarded), and degree GPA.

- Degree honors are reflected on the next page in the group. Honors Suffix and Honors Prefix are fields not used at this time.

- We are not using Degree Rank/Size at this time.

If you use the Degree Information link, you can select **Cancel** to return to the **Student Services Ctr (Student) > Academics** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
You can use the SSC(S) Academics Tab, Degree Information link to jump to the Degree component and select the Degree Honors tab OR you can navigate to:

**Menu > Records and Enrollment > Graduation > Student Degrees**

Select **Degree Honors** tab.

The **Degree Honors** page displays the honor and award date for a specific student. Checkboxes show whether the honor will appear on the diploma and/or transcript.

- Degree-related honors (Cum Laude, Honors in the Major, Departmental Honors, etc.) display on this page for undergraduate degrees only. If a student earns more than one honor, you’ll see a row of information for each honor.

- Use the scroll options to view honors for multiple degrees.

If you use the Degree Information link, you can select **Cancel** to return to the **Student Services Ctr (Student) > Academics** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
You can use the SSC(S) Academics Tab, Degree Information link to jump to the Degree component and select the Degree Plan tab OR you can navigate to:

**Menu > Records and Enrollment > Graduation > Student Degrees**

Select the **Degree Plan** tab.

The **Degree Plan** page displays the degree plan data as it will appear on the transcript.

If you use the Degree Information link, you can select **Cancel** to return to the **Student Services Ctr (Student) > Academics** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
You can use the SSC(S) Academics Tab, Degree Information link to jump to the Degree component and select the Degree Sub-Plan tab or you can navigate to:

**Menu > Records and Enrollment > Graduation > Student Degrees**

Select the **Degree Sub-Plan** tab.

![Degree Sub-Plan Tab](image)

**Note:** Many students will not have sub-plans.

If you use the Degree Information link, you can select **Cancel** to return to the **Student Services Ctr (Student) > Academics** tab.

**Note:** If you have inquiry only access, you will not be able to edit information on a page.
You can use the SSC(S) Academics Tab, Edit Term Data button to jump to the Term Activation component OR you can navigate to:

Menu > Records and Enrollment > Student Term Information > Term Activate a Student

Term Activation page displays all terms for which a student was eligible to enroll and term activated for.

Academic Level in the system is updated based on current credit totals.

Eligible to Enroll checkbox identifies if a student is eligible to enroll in classes for that semester. This checkbox appears on each term detail row.

If you use the Edit Term Data button, you can select Cancel to return to the Student Services Ctr (Student) > Academics tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
You can use the SSC(S) Academics Tab, Edit Term Data button to jump to the Term Activation component, select External Study OR navigate to:

Menu > Records and Enrollment > Student Term Information > Term Activate a Student

Select the External Study tab.

External Study tab page displays any study agreements on record for a student.

- The External Org Id field designates the institution sponsoring the study abroad program.
- The Term field shows the term the student is going to be gone. If UWM is sponsoring the study abroad program, this is usually just one term, but the program could span two terms. Use the lower scroll option bar to navigate and view the second term.
- The Start Date and End Date fields show the actual dates the student will be abroad.

If you use the Edit Term Data button, you can select Cancel to return to the Student Services Ctr (Student) > Academics tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
In the bottom section of the Academics tab, the key areas include statistics and term history.

**Navigation:**
Menu > Campus Community > Student Services Ctr (Student)

Select **academics** tab.

**Bottom of Screen:**

![Image of Statistics Table]

- **Statistics Table:**
  - **Fall 2009**
  - **Units Toward GPA:**
    - Taken
    - Passed
    - In Progress
  - **Units Not for GPA:**
    - Taken
    - Passed
    - In Progress
  - GPA Calculation
  - Total Grade Points
  - Units Taken Toward GPA
  - GPA

  ![Circle highlighting Term History]
You can use the SSc(S) Academics tab, select Term History link to jump to the Term History component. The first tab, Term Statistics, displays the UWM credits taken, passed, or in progress, term by term. Transfer Credit is also summarized on this page.

**Term History:**

![Image of Term History component](image)

You can use the select **Edit Term Data** button to jump to the **Term History** component. If you use the Edit Term Data button, you can select **Cancel** to return to the **Student Services Ctr (Student) > Academics** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
Below are the definitions of fields based on the section.

**Enrollments:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graded Units – For GPA *</td>
<td>Graded units for grade point average. Displays the total number of units that are taken for a grade (A, B, C, D, F) and accumulate in the GPA.</td>
</tr>
<tr>
<td>Graded Units – Not For GPA *</td>
<td>Graded units not for grade point average. Displays the total number of units that are taken for a grade (Pass, Fail, Satisfactory, Unsatisfactory) and do not accumulate in the GPA.</td>
</tr>
<tr>
<td>Grade Points – For GPA</td>
<td>Grade points for grade point average. Displays a number that is calculated by taking the grade points received for each grade (on a 4-point grading scale, an A equals 4 points), and multiplying that number by the number of units taken for each class for which a grade accumulates in the GPA.</td>
</tr>
<tr>
<td>GPA – For GPA</td>
<td>Grade point average for grade point average. Displays the grade point average which is calculated by dividing the grade points for GPA by the graded units for GPA. UWM rounds to the third decimal place.</td>
</tr>
<tr>
<td>Earned Units – For GPA</td>
<td>Earned units for grade point average. Displays the total number of units that are passed with an earned credit grade (A, B, C, D) and accumulate in the GPA.</td>
</tr>
<tr>
<td>Earned Units – Not For GPA</td>
<td>Earned units not for grade point average. Displays the total number of units that are passed with an earned credit grade (Pass, Satisfactory) and do not accumulate in the GPA.</td>
</tr>
<tr>
<td>In Progress Units – For GPA</td>
<td>In progress units for grade point average. Displays the total number of units that are not yet completed and for which the future assigned grade will accumulate in the GPA.</td>
</tr>
<tr>
<td>In Progress Units – Not For GPA</td>
<td>In progress units not for grade point average. Displays the total number of units that are not yet completed and for which the future assigned grade will not accumulate in the GPA.</td>
</tr>
<tr>
<td>Units Taken Towards Acad Load</td>
<td>Units taken towards academic load. Displays the total number of units taken for progress. This total is used in Student Records to determine academic load.</td>
</tr>
</tbody>
</table>
### Units Earned Towards Acad Load

Units earned toward academic load. Displays the total number of units passed for progress. This total is used in Student Records to determine academic load and academic level.

### Units Taken for Audit

Displays the total number of audit units taken for the term.

*Note:* The “Graded Units – For GPA” and “Graded Units – Not for GPA” fields do not include classes that are in a withdrawn status and classes that are taken with the audit grade basis.

### Transfer Credit:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graded Units – For GPA</strong></td>
<td>Graded units for grade point average. Displays the total number of units that are transferred for a grade (A, B, C, D, F) and accumulate in the GPA for models where the Include in GPA check box is selected on the Transfer Course Entry page.</td>
</tr>
<tr>
<td><strong>Graded Units – Not For GPA</strong></td>
<td>Graded units not for grade point average. Displays the total number of units that are transferred for a grade (T) and do not accumulate in the GPA for models where the Include in GPA check box is selected on the Transfer Course Entry page.</td>
</tr>
<tr>
<td><strong>Grade Points – For GPA</strong></td>
<td>Grade points for grade point average. Displays a number that is calculated by taking the grade points received for each grade (on a 4-point grading scale, an A equals 4 points), and multiplying that number by the number of units taken for each transferred class for which a grade accumulates in the GPA.</td>
</tr>
<tr>
<td><strong>GPA – For GPA</strong></td>
<td>Grade point average for grade point average. Displays the grade point average which is calculated by dividing the grade points for GPA by the graded units for GPA. UWM rounds to the third decimal place.</td>
</tr>
<tr>
<td><strong>Earned Units – For GPA</strong></td>
<td>Earned units for grade point average. Displays the total number of transferred units that are passed with an earned credit grade (A, B, C, D) and accumulate in the GPA for models where the Include in GPA check box is selected on</td>
</tr>
</tbody>
</table>
### Field | Description
--- | ---
**Earned Units – Not For GPA** | Earned units not for grade point average. Displays the total number of transferred units that are passed with an earned credit grade (T) and do not accumulate in the GPA for models where the Include in GPA checkbox is selected on the Transfer Course Entry page.

**Graded Transferred Units GPA / No GPA** | Graded transferred units for grade point average / not for grade point average. Displays the sum of transferred units for which received grades both accumulate and do not accumulate in the GPA for models where the Include in GPA check box is selected on the Transfer Course Entry page.

**For Units Only** | Displays the total number of transferred units that are passed with an earned credit grade and do not accumulate in the GPA for models where the Include in GPA check box is cleared on the Transfer Course Entry page.

**Units Adjustment** | Displays the total number of units that were manually removed from the student’s overall transfer credit units. This field is updated on the Terms in Residence page in the Term Activation component. 

**Total Adjusted Transferred Units** | Displays the sum of graded transfer units (for GPA and not for GPA), plus the value in the Units Only field, minus the value in the Units Adjustment field.

**Note:** At UWM, the number of passed, transfer credits are counted in the number of earned units, but these are not counted in the GPA.

**Combined (Enrollment and Transfer Credit Units):**

### Field | Description
--- | ---
**Graded Units – For GPA** | Graded units for grade point average. Displays the sum of all enrollment and transfer credit units that are taken and transferred for a grade (A, B, C, D, F) and accumulate in the GPA.

**Graded Units – Not For GPA** | Graded units not for grade point average.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays the sum of all enrollment and transfer credit units that are taken and transferred for a grade (Pass, Fail, Satisfactory, Unsatisfactory, T) and do not accumulate in the GPA.</td>
<td></td>
</tr>
<tr>
<td>Grade Points – For GPA</td>
<td>Grade points for grade point average. Displays the sum of all grade points for enrollment and transfer credit units that accumulate in the GPA.</td>
</tr>
<tr>
<td>GPA – For GPA</td>
<td>Grade point average for grade point average. Displays the grade point average which is calculated by dividing the grade points for GPA by the graded units for GPA. UWM rounds to the third decimal place.</td>
</tr>
<tr>
<td>Earned Units – For GPA</td>
<td>Earned Units for grade point average. Displays the sum of all enrollment and transfer credit units that are passed with an earned credit grade (A, B, C, D) and accumulate in the GPA.</td>
</tr>
<tr>
<td>Earned Units – Not For GPA</td>
<td>Earned units not for grade point average. Displays the sum of all enrollment and transfer credit units that are passed with an earned credit grade (Pass, Satisfactory, T) and do not accumulate in the GPA.</td>
</tr>
<tr>
<td>In Progress Units – For GPA</td>
<td>In progress units not for grade point average. Displays the total number of units that are not yet completed and for which the future assigned grade will accumulate in the GPA.</td>
</tr>
<tr>
<td>In Progress Units – Not For GPA</td>
<td>In progress units not for grade point average. Displays the total number of units that are not yet completed and for which the future assigned grade will not accumulate in the GPA.</td>
</tr>
<tr>
<td>Combine Earned Unit GPA / No GPA</td>
<td>Combined earned unit for grade point average / not for grade point average. Displays the sum of all enrollment and transfer credit units that are passed with an earned credit grade, including both those that accumulate and do not accumulate in the GPA.</td>
</tr>
<tr>
<td>Transfer Credit For Units Only</td>
<td>Displays the sum of transferred units that are passed with an earned credit grade and do not accumulate in the GPA for models where the Include in GPA check box is cleared on the Transfer Course Entry page.</td>
</tr>
<tr>
<td>Transfer Credit Units Adjustment</td>
<td>Displays the number of units that were manually removed from the student’s overall GPA.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Total Term Units</td>
<td>Displays the sum of all enrollment and transfer credit units that are passed with an earned credit grade, including both those that accumulate and do not accumulate in the GPA, plus transfer credit units that are passed with an earned credit grade that do not accumulate in the GPA for models where the Include in GPA check box is cleared, minus the number of units that were manually removed from the student’s overall transfer credit units. Units taken for audit are excluded from this total.</td>
</tr>
</tbody>
</table>

**Note:** At UWM, the number of passed, transfer credits are counted in the number of earned units, but these are not counted in the GPA.
You can use the SSC(S) Academics tab, Term history link, select Cumulative Statistics button OR navigate to:

**Menu > Records and Enrollment > Student Term Information > Term History**

Select [Cumulative Statistics] tab.

Cumulative Statistics page displays the UWM Credits taken, passed, and in progress with a rolling total from term to term. Totals cumulative instead of start over.

- PAWS keeps track of cumulative statistics at the end of each term.
- The first row to appear has the current cumulative statistics for this student by career. Use the lower scroll option bar to navigate and view cumulative statistics for previous terms.
• If the student has another career, use the top scroll option bar to navigate and view cumulative statistics for other careers.

• **Total Cumulative Units** shows the total number of transfer credits plus the total number of UWM credits.

**Note:** To see descriptions of the individual fields, see pages 77-81 under Term Statistics. The field descriptions are the same, the numbers are calculating from one term to the next.

If you use the Term History link, you can select **Cancel** to return to the **Student Services Ctr (Student) > Academics** tab.

**Note:** If you have inquiry only access, you will not be able to edit information on a page.
Transfer Credit tab

We will be looking at specific sections of the Transfer Credit tab on the SSC(S) component. The image captures are limited to top, middle and bottom of the screen in order to make it easier to view each section. The images that follow will be labeled appropriately.

In the top section of the Transfer Credit tab, the source institution information is listed for Transfer Credit Course Work. The table below shows the Institution, Career, Program, Articulation Term and Status.

Navigation:
Menu > Campus Community > Student Services Ctr (Student)

Select Transfer Credit tab.

Top of Screen:

![Image of the Transfer Credit tab interface on the SSCS system](image-url)

The table shows the Institution, Career, Program, Articulation Term and Status for various courses. Each row represents a different course, with details such as the institution name, type of degree (Undergraduate), major, and specific term for each course.
You can use the SSC(S) Transfer Credit tab, Detail link, next to the Source institution, to jump to the Course Credits Manual component OR you can navigate from:

**Menu > Records and Enrollment > Transfer Credit Evaluation > Course Credits - Manual**

The **Transfer Course Entry** page displays each incoming transfer course from other institutions and the corresponding UWM equivalent course.
The information on this component is entered into PAWS through the appropriate admitting office. Undergraduate Admissions has defined incoming courses and UWM equivalent courses.

Since transfer credit must equate to a UWM course, the graduate school has set up generic transfer courses for each department. For example, an incoming graduate course for a student in the graduate Business program transfers to the UWM equivalent of “Business G”.

- The **Model Nbr** is a sequence number used to track multiple institutions. To see the name of the institution, look at the Source Information in the third text field under transfer credit model.

- To switch between institutions, use the top frame’s scroll option bar to navigate and view school name or state.

- The **Articulation Term** is the term to which the equivalent credits will be applied/counted.

- Use the fifth frame’s scroll option bar to see other courses within an institution.

- The **Equivalent Course** is the UWM equivalent for the transfer credit.

- **Transfer Grading Basis** is how we based our conversion of the incoming grade. Transfer Grading Basis means we count the units, but those units are NOT counted in a student’s GPA.

If you use the Detail link, you can select **Cancel** to return to the **Student Services Ctr (Student) > Transfer Credit** tab.

**Note:** If you have inquiry only access, you will not be able to edit information on a page.
In the middle section of the Transfer Credit tab, the test credits appear by Institution. The table below shows the career, institution, program, articulation term and status.

**Navigation:**
Menu > Campus Community > Student Services Ctr (Student)

Select **Transfer Credit** tab.

**Middle of Screen:**

<table>
<thead>
<tr>
<th>Model</th>
<th>Career</th>
<th>Institution</th>
<th>Program</th>
<th>Articulation Term</th>
<th>Model Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Undergrad</td>
<td>University Wisconsin-Milwaukee</td>
<td>Health Sciences Undergraduate</td>
<td>Fall 2001</td>
<td>Posted</td>
</tr>
</tbody>
</table>

Use the **icon** to expand the spreadsheet to include the Model and Statistics detail into one continuous spreadsheet. See the example below:

Select **Detail** link next to the Career and Institution to jump to the Test Credits Automated component.
You can use the SSC(S) Transfer Credit tab, Detail link, next to the Source institution under Test Credits to jump to the Test Credits - Automated component OR you can navigate from:

Menu > Records and Enrollment > Transfer Credit Evaluation > Test Credits – Automated

The Test Credit Details page displays credits received from advanced placement test and other tests such as CLEP examinations.

- The Model Nbr is a sequence number used to track multiple tests with different effective terms.
- The Articulation Term is the term to which the equivalent credits will be applied.
- The Equivalent Course is the UWM equivalent for the test credit.
• The **Status** must show “posted” in order for the credits to count.

If you use the **Detail** link, you can select **Cancel** to return to the **Student Services Ctr (Student) > Transfer Credit** tab.

**Note:** If you have inquiry only access, you will not be able to edit information on a page.
In the bottom section of the **Transfer Credit** tab, the other credits appear by Institution. The table below shows the career, institution, program, articulation term and status.

Use the icon to see a summary of test results with the number of units posted.

**Navigation:**
Menu > Campus Community > Student Services Ctr (Student)

Select **transfer credit** tab.

**Bottom of Screen:**

![Image of the Transfer Credit section](image)

into one continuous spreadsheet. See the example below:

![Image of the expanded spreadsheet](image)

Select **Detail** link next to the **Career** and **Institution** to jump to the **Other Credits Manual** component.
You can use the SSC(S) Transfer Credit tab, Detail link, next to the Source institution under Test Credits to jump to the Test Credits - Automated component OR you can navigate from:

**Menu > Records and Enrollment > Transfer Credit Evaluation > Other Credits – Manual**

![Image showing the Other Credit Detail section of the SSCS system]

Other Credits are used for undergraduates and include retro language credits and special credit granted by a Dean.

- The **Model Nbr** is a sequence number used to track multiple credits with different effective terms.
- The **Articulation Term** is the term to which the equivalent credits will be applied.
• The **Equivalent Course** is the UWM equivalent for the other credit.

If you use the **Detail** link, you can select **Cancel** to return to the **Student Services Ctr (Student) > Transfer Credit** tab.

Note: If you have inquiry only access, you will not be able to edit information on a page.
If there is no data available for a term or for a student the “No data available” message will appear on the screen. See below:
Using New Window

PAWS allows you to have more than one window open at one time. Use the **New Window** link to open a second window and navigate to a separate component without losing access to the information on your primary window.

The primary window has a one hour timeout period, but the secondary window has a 20 minute timeout process. The timeout process is based on minutes of inactivity.

Keep in mind that workstation performance (e.g. speed and memory) is affected when multiple windows and applications are open or are running at the same time. When you know you will be working with several windows, it is best to minimize all other Windows applications such as Excel, web browsers or e-mail. You may also find it even more beneficial to close them. This will depend upon the size and speed of your computer.

It is very important that if you are done working in PAWS or if you walk away from your desk that you lock your work station. To lock your workstation, press your Windows key PLUS the letter “L” key. This will lock your work station. Use your ePanther Id and Password to unlock your workstation, unless you have used a different Id and Password during your desk top set-up. The ID and Password may be different in computer labs and public access computer stations. Information in PAWS is highly confidential and it is important that we protect the privacy of our staff and students by securing the data that is contained in the database.
Setting Your User Defaults

PAWS allows you to personalize your experience. There are the standard **User Defaults** that allow you to control default values in search windows. We highly encourage all users to set the standard **User Defaults** described in this manual. The options are detailed below.

**Note:** **Personalization Options** allow you to tab over look up buttons and **Customize Page** features allow you to change the order of tabs in a component and change the tabbing order during data entry. The level of personalizing is up to each individual user. Personalization options and customize page features are described in the PAWS Basics manual. All manuals are listed on the [www.pawstraining.uwm.edu](http://www.pawstraining.uwm.edu) webpage.

PAWS automatically loads default values into pages by User ID. If you set your User defaults, you will save time and minimize data entry errors.

**Note:** The user default settings that you establish can be overridden on any PAWS page.

To set your User defaults:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Navigate to:</strong> Menu &gt; Set Up SACR &gt; User Defaults</td>
<td><strong>User Defaults</strong> home page appears.</td>
</tr>
<tr>
<td>2.</td>
<td>Select the <strong>User Defaults</strong> 1 tab.</td>
<td>This page is the <strong>User Defaults</strong> home page view.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
<td>Result</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>3.</td>
<td>Type in the appropriate defaults based on your role and needs. Recommend the following for basic inquiry users:</td>
<td><img src="image1.png" alt="Image of User Defaults 1 page appears." /></td>
</tr>
<tr>
<td></td>
<td><strong>Academic Institution:</strong> UWMIL <strong>Career Group SetID:</strong> UWMIL <strong>Facility Group SetID:</strong> UWMIL</td>
<td><img src="image2.png" alt="Image of User Defaults 2 page appears." /></td>
</tr>
<tr>
<td>4.</td>
<td>Select the <strong>User Defaults 2</strong> tab.</td>
<td><img src="image3.png" alt="Image of User Defaults 3 page appears." /></td>
</tr>
<tr>
<td>5.</td>
<td>Type in the appropriate defaults based on your role and needs. Recommend the following for basic inquiry users:</td>
<td><img src="image4.png" alt="Image of User Defaults 4 page appears." /></td>
</tr>
<tr>
<td></td>
<td><strong>SetID:</strong> UWMIL <strong>Business Unit:</strong> UWMIL <strong>Campus:</strong> Main <strong>Institution Set:</strong> UWMIL</td>
<td></td>
</tr>
</tbody>
</table>
7. **Step** Type in the appropriate defaults based on your role and needs.

   There are no recommendations for basic inquiry users on this tab.

8. **Select the User Defaults 4 tab.**

   **User Defaults 4 page appears.**

9. **Type in the appropriate defaults based on your role and needs.**

   Recommend the following for basic inquiry users:

   **Make sure the Carry ID checkbox is turned on.** This feature retains the ID of the individual's record you are viewing in PAWS when moving from one component to another.

   **Note:** For users who have access to run transcripts, you may choose to set your Transcript Type depending on which type of transcript you print.

   **GCMP** = Graduate Campus Copy

   **UGCMP** = Undergraduate Campus Copy

10. **Select the Enrollment Override Defaults tab.**

    **Enrollment Override Defaults page appears.**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Type in the appropriate defaults based on your role and needs.</td>
<td>There are no recommendations for basic inquiry users on this tab.</td>
</tr>
<tr>
<td>12.</td>
<td>Locate and click the <strong>Show following tabs</strong> icon.</td>
<td>The tabs for the remaining pages (<strong>Communication Speed Keys and User 3C Groups Summary</strong>) appear.</td>
</tr>
<tr>
<td>13.</td>
<td>Select <strong>Communication Speed Keys</strong> tab.</td>
<td>The <strong>Communication Speed Keys</strong> page appears.</td>
</tr>
<tr>
<td>14.</td>
<td>Type in the appropriate defaults based on your role and needs.</td>
<td><strong>Note:</strong> Depending on the Department that you are located in you may or may not use Communication Speed Keys. There are no recommendations for basic inquiry users on this tab.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
<td>Result</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>15.</td>
<td>For each additional Communication speed key row needed, click button, then follow step 14 above.</td>
<td><img src="https://placehold.it/600x400" alt="Image" /></td>
</tr>
<tr>
<td>16.</td>
<td>Select User 3C Groups Summary tab.</td>
<td>The User 3C Groups Summary page appears.</td>
</tr>
</tbody>
</table>
| 17. | You will see only the 3C Update/Inquiry Group items to which you have access.  
**Note:** The Update Indicator check box displays only if you are authorized to enter and edit data in the 3C group. | ![Image](https://placehold.it/600x400)  
After access to data stored in PAWS is given, you can view the type of 3C access you have. |
| 18. | From any page in the User Defaults component, click button.  
**Note:** Saved will appear in the upper right corner of page. | ![Image](https://placehold.it/600x400) |
Clearing Your Browser’s Cache (Temporary Internet Folders)

Internet Explorer

Every so often you will want to clear out temporary Internet folders otherwise known as your ‘cache’. Follow this procedure if you notice things not working properly in Internet Explorer.

To clear your internet browser cache using Internet Explorer, follow these steps:

<table>
<thead>
<tr>
<th>STEP</th>
<th>DESCRIPTION/ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In your browser options select <strong>Tools</strong>.</td>
</tr>
<tr>
<td>2.</td>
<td>Select <strong>Internet Options</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>Click on the <strong>General</strong> tab.</td>
</tr>
<tr>
<td>4.</td>
<td>Click <strong>Delete Files</strong> in the Temporary Internet files area.</td>
</tr>
<tr>
<td>5.</td>
<td>Click on <strong>OK</strong> button in the Delete Files dialog box.</td>
</tr>
<tr>
<td>6.</td>
<td>Click on <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
Firefox

Every so often you will want to clear out temporary internet folders otherwise known as your ‘cache’. Follow this procedure if you notice things not working properly in Firefox.

To clear your internet browser cache using Firefox, follow these steps:

<table>
<thead>
<tr>
<th>STEP</th>
<th>DESCRIPTION/ ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In your browser options select <strong>Tools</strong>.</td>
</tr>
<tr>
<td>2.</td>
<td>Select <strong>Clear Private Data</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the options to turn on and off. <strong>Note:</strong> If you wish to keep save passwords, make sure the <strong>Saved Passwords</strong> option is turned off as shown above.</td>
</tr>
<tr>
<td>4.</td>
<td>Click <strong>Clear Private Data Now</strong> button.</td>
</tr>
</tbody>
</table>
Requesting Technical Support for PAWS

If you have technical problems with PAWS, go to www.paws.uwm.edu. Do not sign in; instead click on the Help tab.

Type in your ePanther ID:

Click on Continue button.
The top portion of the below screen will be filled in for you based on the information that is available in the LDAP server.

Verify the information is correct and make any necessary change to your phone number. Make sure to select the appropriate role based on the specific issue you are having at the time of the Help Request. For example, if you are a staff member who is also a student trying to register for a class, select the Student role.

Click on **Continue** button.
When **Continue** is selected, the following page will appear:

Fill in as much information as you possibly can and select the **Submit** button.

**Note:** * fields are required.
When technical issues are submitted via the on-line help form, the information is added to the Help Desk’s knowledge system. Issues that arise are stored in a database and can be tracked for future reference.

UI TS will forward your concern to the appropriate individual for resolution. You will receive an email with a ticket number. Use this ticket number when referring to the same problem in the future.

Training manuals, support materials, and on-line tutorials are all available on the PAWS Training website. If you have questions regarding PAWS training classes or need any type of documentation, go to www.pawstraining.uwm.edu.