PAWS Training for Students

Created for: Version 9.0

Date: March, 2009
Agenda

- What's new and different in PAWS 9.0?
- How am I affected?
- Q & A
New and Different

What's the same?
- Login process
- General look & feel
- Enrollment process
- All of the data

What's different?
- How you get to some of the data
- New functionality
New and Different

- New pages
  - Deadline links
  - My Academics page

- New functionality
  - Degree Progress Report (DPR)
  - My Planner page
  - Shopping Cart
Deadline Links

- Link to deadlines for dropping and withdrawing from courses for current term
- Available on Class Schedule located on Student Center
- Different link for each course in schedule
•Links appear next to each course in ‘This Week’s Schedule’ below key
•Clicking on any of the links will bring up new page where deadlines are described (see next slide)
• Descriptions discuss dates for dropping coursework and repercussions for dropping at the different dates
• Similar section on withdrawing from all courses for the semester on lower part of page (not shown here)
My Academics Page

- Link on Student Center page
- Contains the following:
  - Program, Major, Concentration/Track listing
  - Advisor Information
  - Course History listing
  - Transcript request
  - Application for Graduation

• New page in v9
• Place where student can track program/plan/subplan info
• Jumping off point for student access to most records data
• Link available off main Student Center page, which is the home page students see after logging into the system
• Central location for accessing student records data: program/major breakdown, advisor info, transfer credit info, course history, and application for graduation

• Program/Major breakdown on right side of screen important for students checking to make sure program/major/track listings, including minors/certs/2nd majors, are accurate

• Subplan description could be a number of different things, depending on coding: sub-major, concentration, track, etc.
• If ‘View My Advisors’ clicked on My Academics page
• Ability to notify one or more advisors via email (email not stored in sent folder of PantherLink if using notify button)
• Clicking on advisor name automatically generates email w/ default email application on computer
• If ‘View My Transfer Credit Report’ clicked on My Academics page
• Transfer credit appears w/ grades and term coursework was applied to at UWM (could be different than term it was taken)
• Reminder that transfer grades aren’t calculated in cumulative GPA for degree
• Sections blank if no transfer credit exist
If ‘View My Course History’ clicked on My Academics page
Listing of all coursework completed
Key indicates if course is completed at UWM, transferred to UWM, or in-progress at UWM
Sortable based on any of the column headings
Courses from new Planner – which will be discussed in a bit – can be displayed
Units column refers to units taken, not units earned (Crm Jst 150 in screenshot an example; 3 credits displayed in Course History but 0 credits earned due to ‘F’ grade)
All takes of repeat listed without indication of any repeat
**My Academics Page**

- **Advisors**: View my advisors
- **Transfer Credit**: View my transfer credit report
- **Course History**: View my course history
- **Graduation**: Apply for graduation

**My Programs:**
- Institution - University Wisconsin-Milwaukee
  - Career - Undergraduate
    - Program - School of the Arts-Undergrad
    - Major - Art BFA - Int
    - Sub-Major - Photography
    - Certificate - Cultures and Communities - C

*Apply to Graduation*’ same as v89, so it won’t be shown
Degree Progress Report

- Degree Progress Report (DPR) is audit listing status of degree requirements
- All degree-seeking undergraduates have DPRs
- Located in drop-down on Student Center page

- Access to DPR in v8.9 for degree-seeking undergraduates in Business, Education, Engineering, and L&S only
- Graduate students and non-degree seeking undergraduates (such as university specials or post-bac students) will have access to page but no report will be available to them
• Select ‘Degree Progress Report’ option from drop-down and click ‘go’ button to get to request page
• Note that most info under drop-down in v9 is same as what’s in current version: apply for graduation, class schedule, exam schedule, placement tests, etc.
• Select ‘Ugrad Advisement’ option from drop-down (only option available) and click ‘go’ button to generate report
• ‘Information for Students’ section populates after ‘Ugrad Advisement’ is selected
Report lists contact info at top, followed by academic program history, and then degree requirements.
• View of how requirements appear on the Degree Progress Report
• Unbolded Social Science requirement means it’s complete; courses satisfying requirement are displayed (EN = UWM course, TR = transfer course)
• Bolded US History requirement means it’s not satisfied; units required displayed; course satisfying requirement is displayed and, in this case, course that can be taken to complete requirement
My Planner

- Allows for planning of future coursework
- Selection of courses from Course Catalog
- Courses can be assigned to specified terms
- Courses in Planner can be used during enrollment process

*•Advisors and other staff can look at a student’s planner (via Student Services Center), but only student can make changes to it*
• Planner can be accessed by student from main Student Center page
• Planner is empty the first time it is accessed
• Courses must be added using Course Catalog
• Course Catalog can be searched by department title
• When course is found, it can be selected on left-hand ‘Select’ column and added to Planner using button at top of screen
• Message confirming courses added to Planner appears after ‘Add to Planner’ button is clicked
• Courses initially placed in “Unassigned Courses” section
• Courses can be selected along left-hand column and moved to any available term using move function at bottom
• Once courses are moved, new sections appear for each term that courses were moved into
• ‘Prereq’ column appears if any course in the list requires a pre-req before enrolling; click on ‘yes’ brings up more detailed info on course, including pre-req info
• ‘Typically Offered’ column will be blank at go-live, but eventually it will be populated with terms that the course is usually scheduled based upon a historical review of offerings
• After a term is completed, the term displays closed on the planner if courses remain in it
• Courses do not go away unless deleted or moved to subsequent term – even if student enrolls in them
• Courses from previous term can be selected and moved to subsequent term by clicking on triangle next to term name to open section; once all courses are deleted from term or moved to another term, the term will no longer appear on the planner
• Clicking on course link brings up more detailed info on course along with enrollment information if course is being offered in upcoming term (see next slide)
My Planner

Course Detail

GEO SCI 102 - Principles of Historical Geology

Course Detail

Career: Undergraduate
Term: Spring
Grading Basis: Student Option-C Employee
Course Components: Laboratory Required, Lecture Required

Enrollment Information

Course Attribute: Undergraduate
(1) Course section requires additional fee
Undergraduate Only

Description

Principles for interpreting the physical and paleontological history of the earth using case studies from the rock record. 2 hrsLEC, 3 hrs LAB.

• View includes how many credits the course is, grading basis info, components, course attributes, pre-reqs (if any), and a description for the course
• Clicking on ‘View Class Sections’ brings up section at bottom of screen indicating when course is being offered in upcoming terms
• Option to select courses for enrollment if eligible for enrollment in specified term; selected courses go into new Shopping Cart feature
Shopping Cart

- Replaces and enhances ‘Pending Enrollment Transaction’
- Two functions:
  - 1st step of enrollment process
  - Enrollment preparation
- Courses added via Add a Class or Planner pages

- Shopping Cart replaces and enhances the ‘Pending Enrollment Transaction’ section of the enrollment process in the current version of PAWS; where courses go in the first part of the enrollment process
- Added functionality as an enrollment preparation tool in v9; students will have access to shopping cart for a term once enrollment period begins; so, even if a student’s appointment time hasn’t arrived, yet, courses can be placed into the Shopping Cart in anticipation of enrollment
- Two different ways to add courses to the shopping cart: 1) ‘Add a Class’ page, and 2) Planner
- Courses added to Shopping Cart via the ‘Add a Class’ page going to be the focus of subsequent slides
•‘Add a Class’ page can be accessed from ‘Enroll’ link on Student Center
•‘Enroll’ link (replaces ‘Add a Class’ and ‘Drop a Class’ links) on Student Center
Shopping Cart

Select Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2009</td>
<td>Undergraduate</td>
<td>University Wisconsin-Milwaukee</td>
</tr>
<tr>
<td>Summer 2009</td>
<td>Undergraduate</td>
<td>University Wisconsin-Milwaukee</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>Undergraduate</td>
<td>University Wisconsin-Milwaukee</td>
</tr>
</tbody>
</table>

- After selecting the ‘Enroll’ link, required to select a term
- Terms become available as soon as enrollment period starts, and they go away once term ends
• Three options for searching for courses to add to Shopping Cart: Class Nbr, Schedule of Classes for term, and Planner
• If we select the ‘My Planner’ search option, the next slide is what we see
• Only courses from the planner for that term or in ‘Unassigned Courses’ appear as options
• ‘Classes available this term’ only indicating the course is on the books for the upcoming term, not that it has open seats or that the student is eligible to enroll in it
• Courses need to be selected one at a time from Planner
Selected courses moved to Shopping Cart for specified term
Note at the top there are sections titled ‘My Class Schedule’ and ‘Shopping Cart’ to act as a reminder of what you already have for the term
A message appears when a course has been selected for the Shopping Cart
Additional courses can be added from there
The courses then can be selected for actual enrollment once the enrollment time has arrived; process described in subsequent slides
Shopping Cart

- Courses in Shopping Cart still need to be moved through additional steps before enrollment
- Courses stay in Shopping Cart unless removed
- Big advantage of Shopping Cart is preparation in conjunction with Planner

- If students have courses in your Planner in advance, they can easily move them into the Shopping Cart in advance of your enrollment appointment, so when that appointment comes, they can move the courses through the rest of the enrollment process at the same time
• So now our enrollment time has arrived, so we’re going to again click on the ‘Enroll’ link to access our Shopping Cart.
• Good news is that enrolling in classes is mostly the same in v9; biggest changes are the addition of the Shopping Cart and the ability to search for courses to add via the Planner.
• Now we’re back at the ‘Add a Class’ page, and we can see we’ve added a couple more courses to the Shopping Cart
• We can now select one, two, or all three of the courses to move through the rest of the enrollment process
• Allows student to prioritize, if desired, what courses they select for enrollment
In this case, we’ve selected all three courses for enrollment, and we can click on the ‘Enroll’ button to move them through the remaining steps of the enrollment process.
Click on ‘Finish Enrolling’ to complete the transaction
• Enrollment in Hist 202 and 448 went through, but blocked from Pol Sci 452 because it presented a time conflict with Hist 448
• If prevented in enrolling for a class due to a pre-req, the specific pre-req would be indicated in the error message, which is an enhancement from the current version
• Pol Sci 452 is still in Shopping Cart, even though we were blocked from enrolling in it – that’s going to be the case until the course is manually deleted.
• Course can be deleted from the Shopping Cart by selecting the course and clicking the ‘Delete’ button.
Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

• The swap page allows a student to select a course from your schedule and switch it for another course, which can be from the Schedule of Classes for the term, the Planner, or the Shopping Cart

• Swap functionality exists in the current version of PAWS, but wanted to highlight it here to note that selecting courses from the Planner is now an option
Thanks!

PAWS