Panther Enrollment Checklist (PEC)

Advisors & Counselors Network

October 20, 2015

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Panther Enrollment Checklist

- Functionality in PAWS that prompts students at the point of enrollment in order to:
  - Verify/Update contact information in PAWS
  - Provide important enrollment-related information
- Works like an interactive To Do List item
- Used with service indicator to restrict enrollment
  - Automatically released once checklist is completed

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Panther Enrollment Checklist

- Pilot with Fall 2015 enrollment
  - Roughly 75 student workers from administrative units
- One-half of respondents indicated that contact information was updated
- Other feedback emphasized desire to have shorter checklist, highlight point-in-time information

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Panther Enrollment Checklist

- Broader rollout of redesigned "Panther Enrollment Checklist" for Spring 2016 enrollment
  - Emphasis on contact information verification/updates, tips for pre-enrollment prep, and dates/deadlines for enrollment
  - Five screen checklist (reduced from seven in pilot) and series of email notifications
- Continuing, degree-seeking undergraduate students only
  - No checklist for certificate-only, audit-only, or special UGRD students
  - Office of Graduate Education developing separate checklist for GRAD students

Panther Enrollment Checklist

- Email notifications
  - Assignment Email - sent to all students when the checklist is assigned, includes student's enrollment appointment (around November 9)
  - Reminder Email - sent to any students who have not completed checklist by start of open enrollment (around December 7)
  - Completed Email - sent to students once they complete the checklist
- Checklist components
  - Launch Page - provides steps to complete checklist, displays current program/plan information for student
  - Contact Update/Verify Pages - standard update screens for addresses, phone numbers, and emergency contact
  - Completion Page - provides link to new (optional) Panther Enrollment Survey and listing of important dates/deadlines

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PEC Assignment Email Text

Enrollment for the Spring 2016 semester at UW-Milwaukee starts this month. Once the pre-enrollment items listed below are completed, you are able to start enrolling on **[enrollment appointment date/time]**.

In order to ensure you can start enrolling at your appointment time, you need to follow these steps:

1. **Complete the Panther Enrollment Checklist on your PAWS account.** This checklist only takes a few minutes to complete, and it ensures the campus has your most up-to-date contact information and that you have basic information related to your upcoming enrollment. Click on "Panther Enrollment Checklist" in the To Do List in PAWS, and follow the onscreen instructions.
2. **Review and clear any other Holds that appear on your PAWS account.** Click on the hold to view instructions for getting it cleared from your record.
3. **Use the PAWS Class Search to start identifying available sections and add them to your PAWS Shopping Cart**. Keep in mind that adding sections to your Shopping Cart in advance of enrollment is for planning purposes only; it does not verify you meet prerequisites for the class or hold you a spot in the class.
4. **Connect with your academic advisor.** You can identify your advisor on your PAWS account and find contact information on the One Stop website (uwm.edu/onestop).
5. **Stay informed** by reviewing important enrollment information on the One Stop website (uwm.edu/onestop) and keeping on top of dates/deadlines via the Registrar's Office website (uwm.edu/rodates).

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PEC Reminder Email Text

Today is the start of Open Enrollment for the Spring 2016 semester at UW-Milwaukee. This means that any active student is eligible to enroll, assuming all Holds are cleared, and open seats are going quickly.

Don't hesitate to take the following steps in order to enroll as soon as possible:

1. **Complete the Panther Enrollment Checklist on your PAWS account.** This checklist only takes a few minutes to complete, and it ensures the campus has your most up-to-date contact information and that you have basic information related to your upcoming enrollment. Click on "Panther Enrollment Checklist" in the To Do List in PAWS, and follow the onscreen instructions.
2. **Review and clear any other Holds that appear on your PAWS account.** Click on the hold to view instructions for getting it cleared from your record.
3. **Enroll! See additional information on identifying sections and enrolling** in classes on the One Stop website (uwm.edu/onestop).

If you run into any issues along the way, **your academic advisor is a great resource.** You can identify your advisor on your PAWS account and find contact information on the One Stop website (uwm.edu/onestop).

As always, you can find important information on the One Stop website (uwm.edu/onestop) and the Registrar's Office website (uwm.edu/rodates).

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PEC on Student Center

PEC Launch Page

Student Task WorkCenter

Task Details

Task Progress
0 — 5

- * Launch Page
- ○ * Verify/Update contact Information
- * Task Complete

Panther Enrollment Checklist

Rita Paws

The Panther Enrollment Checklist (PEC) gives you a chance to update or verify your contact information and provides some timely information related to your upcoming enrollment at UWM.

The PEC only takes about five minutes to complete:

1. Review your current major and any minors/certificates on the screen below. Contact your academic advisor with any questions or adjustments.
2. Click the **Next** button to advance through the screens.
3. Click on the **Previous** button if you want to go back.
4. Complete all screens to have the Panther Enrollment Checklist Hold removed from your record in PAWS.

Once you have reviewed the academic information below, click on the **Mark As Read** on the top right, then the **Next** button to go to the next screen.

Please confirm your current academic program information before continuing.
Your current program and major, along with any minors and certificates, are listed below. Please contact your academic advisor if you have any questions or need to make any alterations to what is listed below.

Please Note:

- **Program**: This generally refers to the school/college of your degree program.
- **Plan**: This generally refers to your major (or minor or certificate). If "Int" displays after your major, that indicates you still need to go through the major declaration process with your academic advising unit.
- **Sub Plan**: This generally refers to the specific track or concentration of your major. If blank, your major does not have a track/concentration or one is not selected for you.

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Career - Undergraduate
  Program - Health Sciences Undergraduate
    Plan-Major-Major - Kinesiology

  Program - School of the Arts-Undergrad
    Plan-Major-Major - Art BA
      Sub Plan-
```

PEC Completion Page

Panther Enrollment Checklist

Student Task WorkCenter

Task Details

Task Progress
0   4   5

- ● * Launch Page
- ● * Verify/Update contact Information
  - ● * Address Verification
  - ● * Phone Verification
  - ● * Emergency Contact Verification
- ● * Task Complete

Rita Paws

Complete

You're almost finished! Once you click the **Finish** button below, the Panther Enrollment Checklist Hold will be automatically removed from your records in PAWS.

Keep an eye on your UWM email for a confirmation email with important enrollment information.

Don't forget to mark your calendars...

- **Monday, January 25** is the first day of classes in the Spring 2016 semester. If you decide not to attend UWM in the spring, you need to drop all of your classes using PAWS *before* this date in order to not owe any tuition/fees.

- **Friday, February 5** is a big day! This is the last day to use PAWS to add full-term classes, switch sections or change your grading basis, and drop classes without owing tuition/fees (although a withdrawal fee will be assessed if you drop all of your classes).

- **Friday, February 19** is the last day to drop full-term classes without receiving a W grade for the class.

- **Friday, March 25** is the last day to drop full-term classes using PAWS. Drops after this date require approval of your instructor and academic advising office, and approval will not be granted for reasons of academic difficulty in the class.

As always, you can find important information on the One Stop website (uwm.edu/onestop) and the Registrar's Office website (uwm.edu/rodates).

We look forward to your continued enrollment as a Panther!

Finish

PEC Completion Email Text

This email confirms your completion of the Panther Enrollment Checklist for the Spring 2016 semester!

Please complete **the [Panther Enrollment Survey](.)**. This survey generally takes only a few minutes to complete, and your feedback provides the campus with valuable information for improving the enrollment process for future semesters.

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Panther Enrollment Checklist

- Continuing undergraduate degree-seeking students
- Must complete before enrolling in Spring 16 classes (and each subsequent fall/spring term)
- Checklist assigned and notification sent on/around Monday, November 9
- Checklist allows for verification/update of PAWS contact information and communication of important enrollment information
- Reminder to those who haven't completed checklist sent on/around Monday, December 7
- Questions or issues - http://contactro.uwm.edu

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