



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.

Institution (University)	Careers (Levels)
UWMIL	Graduate
Academic Groups (School/College)	Undergraduate
Academic Opportunity Center	Programs (Classifications)
Health Sciences	AOC-Undergraduate
Architecture & Urban Planning	Health Sciences Certificate Prg
Business Administration	Health Sciences Grad Cert
Education	Health Sciences Grad Non Degree
Engineering & Applied Science	Health Sciences Graduate
Letters & Science	Health Sciences Specials
Nursing	Health Sciences Undergraduate
School of Information Studies	Anthro Cert in Museum Studies
Social Welfare	Arch/U Planning Grad Cert
The Arts	Arch/U Planning Grad NonDegree
University Special Students	Architecture & Urban Planning
Academic Organizations (Departments)	Plans (Majors/Minors)
Administrative Leadership	Accounting
Africology	Accounting MS
Anthropology	Accounting-CM
Academic Opportunity Center	Accounting-CM Career
Biological Sciences	Accounting-Career
Botany	Accounting-Intended
Business Administration	Accounting-Post Bac
Subjects (Curricular Areas)	Subplans (Options/Tracks)
Administrative Leadership	Geology General-Cert of Major
Africology	Geology Geophys-Cert of Major
Biological Sciences	Geology Geophysics
Business Administration	Geology Geophysics-BA
Civil Engineering & Mechanics	Geology Geophysics-BS



Definitions

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

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.

Code	Description	Code	Description
AHSP	Health Sciences Specials	EDCS	Education Non-Degree
AHUG	Health Sciences Undergraduate	EDUG	Education Undergraduate
AOCUG	AOC-Undergraduate	ENGM	Engineering-CM
ARCSP	Architecture Specials	ENGPB	Engineering Post-Bac
ARTCM	Arts-Certificate of Major	ENGSP	Engineering Specials
ARTPB	Arts-Post Baccalaureate	GBLUG	Global Studies Undergraduate
ARTSP	Arts Specials	LACM	L&S-Certificate of Major
ARTUG	School of the Arts-Undergrad	LAPB	L&S-Post Baccalaureate
AUPUG	Architecture Undergraduate	LASP	Liberal Arts Special
BUSCM	Business-Certificate of Major	LAUG	Letters & Science Undergrad
BUSPB	Business-Post Baccalaureate	LISC	Information Studies Cert of Maj
BUSSP	Business Specials	LISPB	Information Studies Post Bac
BUSUG	Business Undergraduate	LISSP	Information Studies Specials
CEDCM	Community EducationCM	LISUG	Information Studies Undergrad
CEDPB	Community Education Post-Bac	MCUG	Applied Math & Computer Science
CRTAH	Health Sciences Certificate Prq	NURSP	Nursing Specials
CRTAR	Architecture Certificate Program	NURUG	Nursing Undergraduate
CRTBS	Business Certificate Program	DFCUG	Off-Campus Undergraduate
CRTED	Education Certificate Program	SWCM	Soc Welfare-Cert of Major
CRTEN	Engineering Certificate Program	SWPB	Soc Welfare-PostBaccalaureate
CRTRI	Information Studies Cert Prog	SWSP	Social Welfare Specials
CRTLS	Letter & Science Cert Program	SWUG	Social Welfare Undergraduate
CRTSW	Social Welfare Cert Program	US60	Auditors 60 and Over
DISAD	Disabled Auditors	USUG	University Special Students
EASUG	Eng & Comp Sci Undergrad	YTHUG	Youth Option Program

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.

Code	Description	Code	Description
AHCT	Hlth Sciences Grad Certificate	L&SGD	Letters & Science Graduate
AHGD	Health Sciences Graduate	L&SGI	Letters & Science Dissertator
AHGD1	Hlth Sciences Dissertator	L&SGN	L&S Internship
AHGDP	Health Sciences Prelims	L&SGP	Letters & Science Prelims
AHND	Health Sciences Grad Non Degree	L&SND	L&S Grad Non Degree
ARTCT	Arts Grad Certificate	LISCT	Info Studies Grad Certificate
ARTGD	School of the Arts Graduate	LISGD	Info Studies Graduate
ARTND	Arts Graduate Non Degree	LISGI	Info Studies Dissertator
AUPCT	Arch/U/Ping Grad Certificate	LISGP	Info Studies Prelim
AUPGD	Arch & Urban/Planning Graduate	LISND	Info Studies Grad NonDegree
AUPGI	Arch/Urban/Planning Dissertator	NURCT	Nursing Grad Certificate
AUPGP	Arch/Urban/Planning Prelims	NURGD	Nursing Graduate
AUPND	Arch/U/ Planning Grad NonDegree	NURGI	Nursing Dissertator
BUSCT	Business Grad Certificate	NURGP	Nursing Prelims
BUSGO	Business Graduate	NURND	Nursing Grad Non Degree
BUSGI	Business Dissertator	OFCGD	Off-Campus Graduate
BUSGP	Business Prelims	PHCT	Public Health Certificate
BUSND	Business Grad Non Degree	PHGD	Public Health Graduate
COORD	Graduate Coordinated Program	PHGDI	Public Health Dissertator
EASCT	Engineering Grad Certificate	PHGDP	Public Health Prelim
EASGD	Engineering Graduate	PHND	Public Health Grad Non Degree
EASGI	Engr & Applied Sci Dissertator	SFSCCT	Freshwater Sciences Grad Cert
EASGP	Engr & Applied Science Prelims	SFSGD	Freshwater Science Graduate
EASND	Engineering Grad Non Degree	SFSGI	Freshwater Science Dissertator
EDCT	Education Grad Certificate	SFSGP	Freshwater Science Prelim
EDGD	Education Graduate	SFSND	Freshwater Science Non Degree
EDGDI	Education Dissertator	SWCT	Social Work Grad Certificate
EDGDP	Education Prelims	SWGD	School of Social Welfare Grad
ENDD	Education Grad Non Degree	SWGDI	School of Social Work Dissertator
EMBGD	Executive MBA	SWGDP	School of Social Work Prelims
L&SCT	L&S Grad Certificate	SWND	Social Work Grad Non Degree

Student Services Ctr (Student)

The Purpose

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 \(Student\)](#)

Rita Paws ID: 0640464

student center general info admissions academics finances financial aid transfer credit

Rita's Student Center

Academics

My Class Schedule
Viewing Cart
My Planner
CSIP

other academic...

Spring 2010 Schedule	
Class	Schedule
AFRICOL 100-004 JLC (44054)	TuTh 11:00AM - 12:15PM NLT 361
ARKWEST 101-201 JLC (46296)	ONLINE WEB
ASTRON 103-001 JLC (46378)	HuWw 9:00AM - 9:50AM PHY 127
COMPSCI 111-401 JLC (38974)	We 11:00AM - 11:50AM ENG 225S
COMPSCI 111-402 LAB (38973)	We 11:00AM - 12:45PM ENG 101D
ENGLISH 111-201 JLC (39541)	ONLINE WEB
GERMAN 101-402 JLC (47940)	WeMo 6:30PM - 8:20PM CRT 88
GERMAN 101-602 LAB (60294)	No 5:30PM - 6:20PM CRT 87A

Burner's Office 100-000
Currency used is US Dollar.
[details >](#)

To Do List
\$4 Application Processing Fee
\$5 Application Processing Fee
College Courses in Progress
College Transcript(s)
Grds are need-to-know more enroll
Grds in Review-no more enroll
HE Transcript with Grad Date
Reason for Graduate Study
[details >](#)

Enrollment Dates

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:

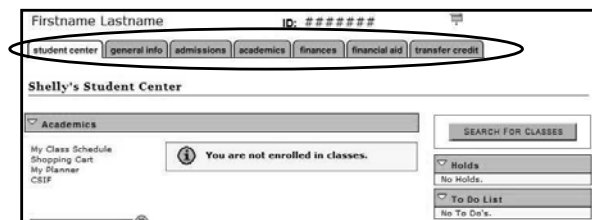
- Will save you time
- Make navigating in PAWS easier
- Allow you to provide better customer service to your students/advises

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:

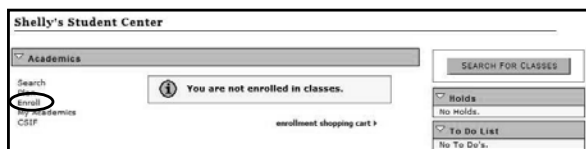
Student Services Ctr. (Student):

Also known as the Administrative View or the 360 view, shows tabs along the top of the main page.



Student Center:

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



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.



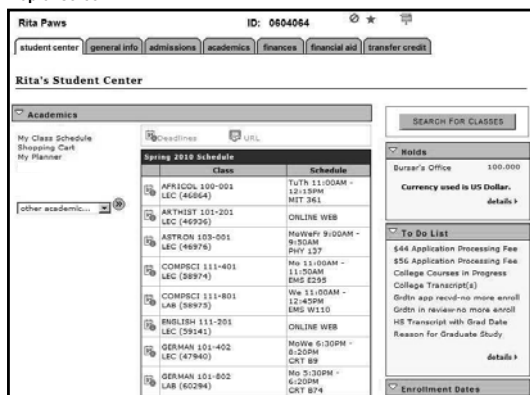
Student Center tab

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:



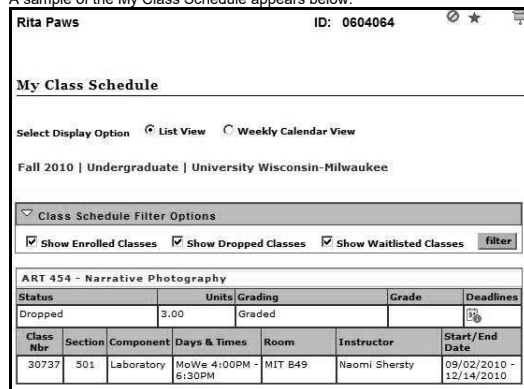
Your PAWS security determines the tabs that will display on this page (e.g., if you do not have access to view finances, the **Finances** tab will not be displayed). The main tab is the student center tab, which will be discussed below.



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.

Shopping Cart

Fall 2010 | Undergraduate | University Wisconsin-Milwaukee

Open Closed Wait List

Fall 2010 Shopping Cart

Your enrollment shopping cart is empty.

My Fall 2010 Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 454-501 (30737)	Narrative Photography (Laboratory)	MoWe 4:00PM - 6:30PM	MIT B49	N. Shersty	3.00	Enrolled
BUS ADM 210-403 (31927)	Intro to Management Statistics (Lecture)	We 5:30PM - 8:10PM	LUB N146	C. Poliak	3.00	Enrolled



My Planner allows the student to plan out course work 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 unscheduled classes and the classes slotted for that given semester. Once classes are added to My Planner, they remain there until the student removes them.

My Planner

▼ **Unassigned Courses**

Course	Description	Units	Typically Offered	Req
PSYCH 101	Introduction to Psychology	3.00	Fall, UWinterM, Spring & Summer	1
PSYCH 205	Personality	3.00	Fall, UWinterM, Spring & Summer	1

Cancel

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 Requirement
Course History
Grades
Placement Tests
Transfer Credits Report
Other academic...

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

My Academic Requirements

University Wisconsin-Milwaukee | Undergraduate

This report last generated on 11/17/2010 2:30PM

collapse all expand all

Taken In Progress Planned

General Information for Students

Program Requirement Term

Core Curriculum

Not Satisfied: GenEd BFA Core Curriculum (RG 1730)

UWM English Competency

Satisfied: The UWM English Competency can be satisfied by earning a grade of 'C' or better in English 102 or its equivalent, or by achieving a placement level of 4 or higher on the English Proficiency Test.

English Coursework

- **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.

My Course History

Select Display Option

Hide courses from My Planner Show courses from My Planner

Sort results by Then by sort

Taken Transferred In Progress

Course	Description	Term	Grade	Units	Status
AFRICOL 100	Black Reality/Afr-Am Scty (D)	Fall 2001	D	3.00	Completed
ANTHRG 101	Intro to Anthro-Human Origins	Fall 2010	A	1.50	Completed
ANTHRG 102	Intro Anthro-Culture & Society	Fall 2010	A	1.50	Completed



- **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

Fall 2004 | Undergraduate | University Wisconsin Milwaukee change term

▼ **Class Grades - Fall 2004**

Official Grades

Class	Description	Units Taken	Grading	Grade	Grade Points	Repeat
SPTSEC 209	General Recreation Activities	1.00	Graded	A	4.000	

▼ **Term Statistics - Fall 2004**

	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	1.000	5.000
Passed	1.000	5.000

- **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

Test Description	Date Completed	Level	Level Description
Spanish Placement Test	06/06/2009	1	Spanish 103
Spanish Placement Test	06/06/2009	1	Spanish 103

CANCEL



- 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.

Model Nbr	7	Posted							
Institution	University Wisconsin-Milwaukee	Credit Source Type	External						
Career	Undergraduate	Source Institution	UW River Falls						
Program	Letters & Science Undergrad								
Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade		
Fall 2006	MATH 247	4.00	A	Posted	MATH 176	0.000	A		
Fall 2006	MATH 247	4.00	B	Posted	MATH 176	4.000	B		
Fall 2006	MATH 247	4.00	A	Posted	MATH 176	4.000	A		
Fall 2006	CHEM 125	6.00	C	Posted	CHEM 100	2.000	C		
Fall 2006				Posted	CHEM 104	0.000	T		



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.

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department
Academic Opportunity Center	USD	University Wisconsin-Milwaukee	UWInterM 2008		10/10/2007		Academic Opportunity Center
Academic Opportunity Center	USD	University Wisconsin-Milwaukee	Spring 2008		11/14/2007		Academic Opportunity Center

Academic Opportunity Center

Reason and Contact

Description: University Wisconsin-Milwaukee

Start Term: UWInterM 2008

Start Date: 10/10/2007

Reason: Advisor approval required

Department: Academic Opportunity Center

Contact:

Instructions:

You must have advisor approval for initial registration.

Return

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.

To Do Item	Administrative Function
Receipt of UWM UGRD degree	Admissions Application

Receipt of UWM UGRD degree

Academic Career: GRAD

Academic Institution: University Wisconsin-Milwaukee

Administrative Function: Admissions Application

Description:

Receipt of a UWM Undergraduate degree.

Return



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

Enrollment Appointment
You may begin enrolling for the Spring 2011 Regular Academic Session on December 3, 2010 at 4:00PM.

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

Enrollment Dates

Enrollment Appointment
If no appointment appears, open enrollment has begun for terms now active for enrollment or you were admitted after appointments were assigned and will have access once the open enrollment period begins. Check the Schedule of Classes for more details.

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 screenshot shows the bottom section of the PAWS Student Center interface. It includes tabs for **Finances**, **Personal Information**, **Records and Registration**, **Financial and Fee Info**, and **Admissions**. The **Finances** tab is active, showing an account summary with a balance of 0.00. The **Personal Information** tab shows contact information for mailing and home addresses. The **Records and Registration** tab shows enrollment services and schedule of classes. The **Financial and Fee Info** tab shows fee facts and financial aid website. The **Admissions** tab shows apply as a graduate or undergraduate.

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.

Contact Information

Mailing	Home
C/O Rita Freiburger	2551 S 93rd St
Bolton 288	West Allis, WI 53227-
Enrollment Services	2319
Milwaukee, WI 53211	Milwaukee
Milwaukee	
Mailing	Campus
None	RITAPAWS@UWM.EDU

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

Demographic Data:

Demographic Information

ID: 0004064
Gender: Female
Date of Birth: 06/19/1984
Birth Country: United States
Birth State: Wisconsin
Marital Status: Unknown
Military Status: Not indicated

National Identification Number
Country: United States
National ID Type: SSN
National ID: [redacted]

Citizenship Information
Description: Native
Country: United States

Driver's License
License #: [redacted]
Country: [redacted]
State: [redacted]

Visa or Permit Data
Type: [redacted]
Country: [redacted]

If any of the information above is wrong, contact your administrative office.



Emergency Contact:

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension
<input checked="" type="checkbox"/>	Betty Rubble	Friend	414/123-1234	1234

Cancel

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.

Restrict Contact Information: ☐ Yes ☐ No
Change Contact Restriction

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.

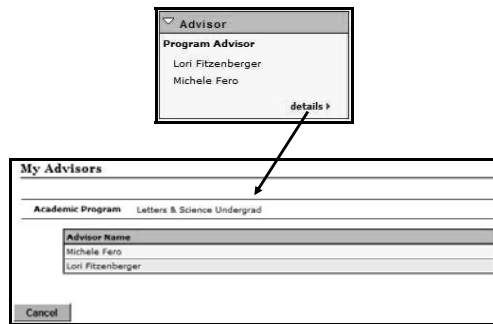
Links at the bottom of the page, mirror the tabs along the top of the page. Selecting a link or a tab will redirect your PAWS screen to the appropriate section of the Student Services Center (Student) page.

Student Center General Info Admissions Academics Finances Financial Aid Transfer Credit

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**.

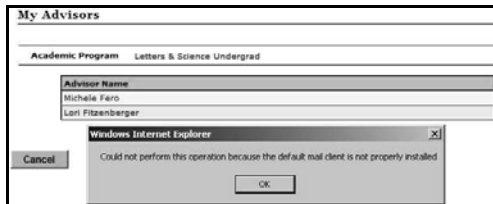


The name of the student's advisor will appear in the **Advisor** section of this page. If more than one advisor has been assigned to the student, additional names will display.



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

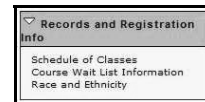
If you select **Details** and then select the **Advisor** you may receive the below error message. If your department is using PantherLink the automatic email from a website will not work.



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.



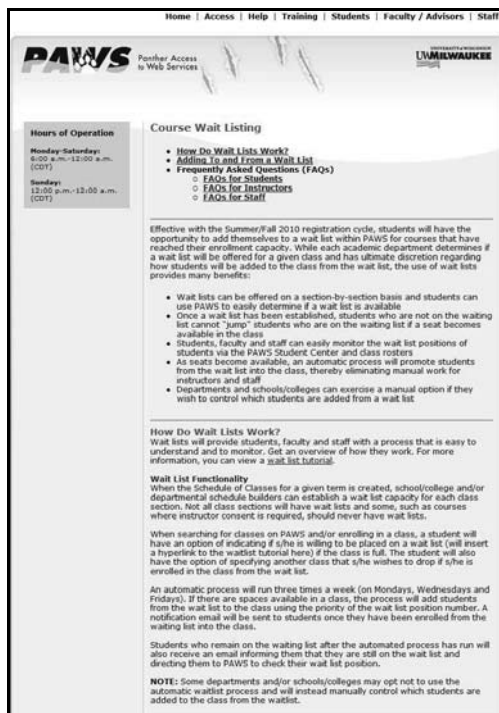
Key departments across campus have sections in PAWS to direct students to critical web pages. The **Records and Registration Info.**, **Financial and Fee Info.**, and **Admissions** sections have contact links specific to their business. Below is the **Records and Registration Information** section.



Schedule of Classes Link:



Course Wait List Information Link



Race and Ethnicity Link



Below is the Financial and Fee Information section:



Fee Facts

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



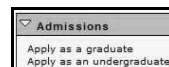
Financial Aid Website



Grant PAWS Access to Others



Below is the Admissions section:



Apply as a graduate



Apply as an undergraduate



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:



Bottom of Screen:



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.



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.



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.

The following page will appear.

Checklist	Item	Description	Due Date	Item Status
Edit View 2649	2649	Receipt of UWM UGRD degree	05/06/2013	Initiated
Edit View 20DEF	20DEF	Referred for Review	04/27/2013	Completed
Edit View 2200	2FEE	\$56 Application Processing Fee	04/22/2013	Completed
Edit View 2200	2600	Reason for Graduate Study	04/22/2013	Completed
Edit View 3SACT	3444	New Freshman Fee	08/24/2010	Completed
Edit View 3SACT	3445	UWM Placement Tests	08/24/2010	Completed
Edit View 3FH5W	3101F	Final High School Transcript	08/24/2010	Completed
Edit View 3FIN	3100	High School Transcript(s)	08/16/2010	Completed
Edit View 3FIN	3105	HS Courses in Progress	08/16/2010	Completed
Edit View 3FIN	3FEE	\$44 Application Processing Fee	08/16/2010	Completed
Edit View 3FIN	3125	High School Rank in Class	08/16/2010	Completed
Edit View 3FIN	3300	ACT/SAT Test Results	08/16/2010	Completed



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.

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:



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

Open Details Sample



When the **External Education** section is maximized, as shown below, there are two links **External Courses** and **External Degrees**.

The screenshot shows the 'External Education' section with a sub-section 'External Education Data'. Below this, there are two links: 'External Courses' and 'External Degrees', both highlighted with red circles.

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.

The screenshot shows the 'External Education' component with the 'External Subjects' section expanded. It displays a table of subjects with columns for 'Subject', 'Course Level', 'Institution', 'GPA Type', 'External GPA', and 'Connected GPA'. The table lists subjects like ALG, BIOL, CHEM, ENGL, GEOM, and MATH.



Select the **External Degrees** link to jump to the **Courses and Degrees** tab on the **External Courses** component.

The screenshot shows the 'External Courses' component with the 'External Degrees' section expanded. It displays a table of degrees with columns for 'Degree', 'Description', 'Degree Date', 'Data Source', 'Degree Status', and 'Honors Category'. The table lists degrees like High School Diploma.



Select **Edit Student Tests** button to jump to the **Test Results** component.

The screenshot shows the 'Test Results' component with the 'Test Components' section expanded. It displays a table of test components with columns for 'Component', 'Score', 'Title', 'Test Date', 'Data Source', 'Acad Level', 'Letter Score', 'Date Loaded', and 'Index'. The table lists components like COMP, ENGL, and MATH.

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.

The screenshot shows the 'Test Summary' section with a filter dropdown menu open. The dropdown lists various filter criteria: Data Source, Date Loaded, External Academic Level, Letter Score, Percentile, Standard Test Administration, Test Component, Test Date, Test ID, and Test Score.

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

The screenshot shows the 'Filter data by' dropdown menu with the following options: Data Source, Date Loaded, External Academic Level, Letter Score, Percentile, Standard Test Administration, Test Component, Test Date, Test ID, and Test Score.

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.

The screenshot shows the 'Test Summary' section with the filter applied. The table displays filtered test results with columns for 'Test ID', 'Test Component', 'Score', 'Percentile', 'Test Date', 'Acad Level', 'Data Source', and 'Date Loaded'. The table lists test results for COMP, ENGL, and MATH.



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.

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.

Tab	Description
Student Program	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.)
Student Plan	Displays the student's major(s) and/or minor(s). (e.g., ARTBA is a Bachelor's of Art in Art.)
Student Sub-Plan	Displays the student's sub-plan, if one is assigned. (e.g., ARTCRMBFA is a sub-major in Ceramics.)
Student Attributes	Displays information for College Connection.
Student Degrees	Page will be populated, when a degree has been awarded.



On the **Student Program** tab you will find the Student's Academic Program, Admit Term, and Program Requirement Term.

Now to the next.

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:

Code	Description
ACTV	Activate
ADRV	Admission Revocation
COMP	Completion of Program
DATA	Data Change
DEFR	Defer Enrollment
DISC	Discontinued
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RADM	Readmit
RAPP	Readmit Application
REVK	Revoke Degree
WADM	Administrative Withdrawal



- 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.

Option	DESCRIPTION / ACTION
View All	Displays all rows of information on a page. When this feature is enabled, the link changes to View 1 so that you can return to the opposite setting.
View 1	Displays one row of information on a page. When this feature is enabled, the link changes to View All so that you can return to the opposite setting.
First	Takes you to the first row of information.
Previous	Displays the previous row of information.
Next	Displays the next row of information.
Last	



Option	DESCRIPTION / ACTION
1 of 2	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.
Last	Takes you to the last row of information.

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 **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:

Code	School
BAR	Baraboo
FDL	Fond du Lac
MAN	Manitowoc
MAR	Marinette
MATCMAD	MATC/Madison
NIC	Nicolet
RICH	Richland



Code	School
ROCK	Rock County
SHEB	Sheboygan
WASH	Washington
WAUK	Waukesha

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 **Student Degrees** tab.

- Degree Checkout Status could include:

Field	Description
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:

Field	Description
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:

Class	Description	Units	Grading	Grade	Status
APR1COL 111-001 (28716)	Intro Afr-Am Hist to 1863 (D) (Lecture)	3.00	Graded	NR	✓
ASTRON 185-401 (33380)	Astronomy for Pre-Educ Majors (Lecture)	3.00	Graded	NR	✓
ASTRON 185-801 (33380)	Astronomy for Pre-Educ Majors (Laboratory)		Non-Graded Component		✓
BUS ADM 293-002 (13882)	Business Ethics (Lecture)	3.00	Graded	NR	✓
BUSMGMT 712-009 (13948)	Strategic Management (Lecture)	3.00	Graded	NR	✓

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

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 **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 **Degree Sub-Plan** tab.

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

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:



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:

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:

Field	Description
Graded Units – For GPA *	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.
Graded Units – Not For GPA *	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.
Grade Points – For GPA	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.
GPA – For GPA	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.
Earned Units – For GPA	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.
Earned Units – Not For GPA	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.
In Progress Units – For GPA	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.
In Progress Units – Not For GPA	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.
Units Taken Towards Acad Load	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.



Field	Description
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:

Field	Description
Graded Units – For GPA	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.
Graded Units – Not For GPA	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.
Grade Points – For GPA	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.
GPA – For GPA	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.
Earned Units – For GPA	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



Field	Description
Earned Units – Not For GPA	the Transfer Course Entry page. 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 checkbox 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 checkbox 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. Note: This number displays as a positive value, but is stored as a negative value.
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.



Field	Description
	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.
Grade Points – For GPA	Grade points for grade point average. Displays the sum of all grade points for enrollment and transfer credit units that accumulate in the GPA.
GPA – For GPA	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.
Earned Units – For GPA	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.
Earned Units – Not For GPA	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.
In Progress Units – For GPA	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.
In Progress Units – Not For GPA	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.
Combine Earned Unit GPA / No GPA	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.
Transfer Credit For Units Only	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 checkbox is cleared on the Transfer Course Entry page.
Transfer Credit Units Adjustment	Displays the number of units that were manually removed from the student's overall



Field	Description
Total Term Units	transfer credit units. 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.

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 cumulate 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:



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:

Test Credits					
Model	Statistics				
Detail	Career	Institution	Program	Articulation Term	Model Status
Detail	Undergrad	University Wisconsin-Milwaukee	Health Sciences Undergraduate	Fall 2001	Posted

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

Test Credits									
Detail	Career	Institution	Program	Articulation Term	Model	Units	Transfer	Transfer	Transfer
						Transferred	Passed	Passed	Grade
							for GPA	for GPA	Points
									GPA
Detail	Undergrad	University Wisconsin-Milwaukee	Health Sciences Undergraduate	Fall 2001	Posted	6.000			

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 tab.

Bottom of Screen:

Model	Statistics	Test
Detail Career	Institution	Program
Detail Undergrad	University Wisconsin-Milwaukee	Submitted

Student Center General Info Admissions Academics Finances Financial Aid **Transfer Credit**

[Return to Search](#)

into one continuous spreadsheet. See the example below:

Other Credits										
Detail	Career	Institution	Program	Articulation Term	Model Status	Units Transferred	Transfer Passed for GPA	Transfer Passed Not for GPA	Transfer Grade Points	Transfer GPA
Detail Undergrad		University Wisconsin-Milwaukee			Submitted					

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 - Automated component OR you can navigate from:

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

Other Credit Detail | Other Credit by Term

Find | View All First 1 of 1 Last

Academic Career: UGRD Undergraduate
Academic Institution: UWMIL University Wisconsin-Milwaukee
Model Nbr: 1
Transcript Level: Official

Target Information
Academic Program: ART100 School of the Arts-Undergrad Include in GPA
Academic Plan:

Find | View All First 1 of 1 Last

Group	Seq#	Status	Other Credit	Equivalent Subject / Catlg Nbr
1	1	Posted	Music	MUSIC 123
2	1	Posted	Music	MUSIC 125
2	1	Posted	Music	MUSIC 127
4	1	Posted	Music	MUSIC 124
5	1	Posted	Music	MUSIC 126
6	1	Posted	Music	MUSIC 128

Add/View Comments

[Save](#) [Return to Search](#) [Go Add](#) [Delete Credit](#)

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.



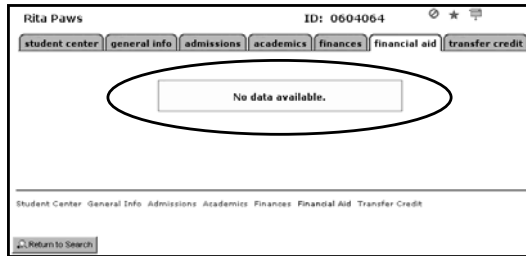
- The **Equivalent Course** is the UWM equivalent for the other credit.

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 ePanthor 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 webpage.

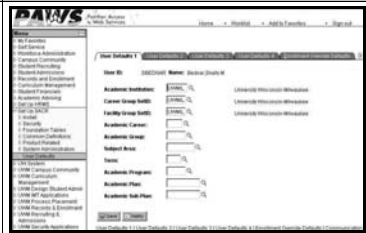
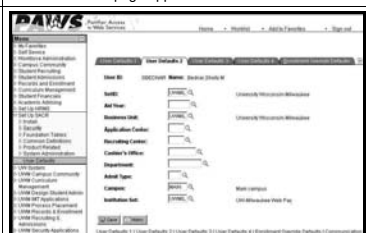
PAWS automatically loads default values into pages by User ID. If you set your User defaults, you will save time and minimize data entry errors.

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

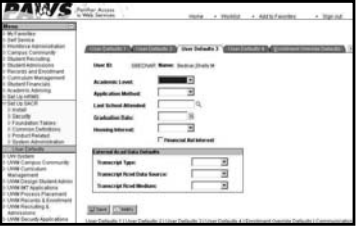

To set your User defaults:

Step	Action	Result
1.	Navigate to: Menu > Set Up SACR > User Defaults	User Defaults home page appears.
2.	Select the User Defaults 1 tab.	This page is the User Defaults home page view.

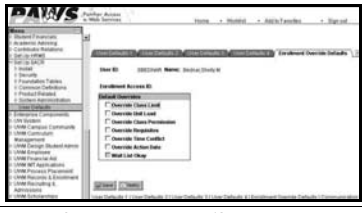
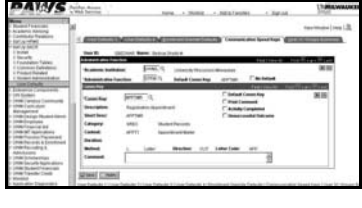


Step	Action	Result
3.	Type in the appropriate defaults based on your role and needs. Recommend the following for basic inquiry users: Academic Institution: UWML Career Group SetID: UWML Facility Group SetID: UWML	
4.	Select the User Defaults 2 tab.	User Defaults 2 page appears.
5.	Type in the appropriate defaults based on your role and needs. Recommend the following for basic inquiry users: SetID: UWML Business Unit: UWML Campus: Main Institution Set: UWML	
6.	Select the User Defaults 3 tab.	User Defaults 3 page appears.




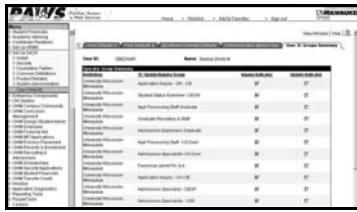




Step	Action	Result
7.	Type in the appropriate defaults based on your role and needs. There are no recommendations for basic inquiry users on this tab.	
8.	Select the User Defaults 4 tab.	User Defaults 4 page appears.
9.	Type in the appropriate defaults based on your role and needs. Recommend the following 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.



Step	Action	Result
11.	Type in the appropriate defaults based on your role and needs. There are no recommendations for basic inquiry users on this tab.	
12.	Locate and click the Show following tabs icon.	The tabs for the remaining pages (Communication Speed Keys and User 3C Groups Summary) appear.
13.	Select Communication Speed Keys tab.	The Communication Speed Keys page appears.
14.	Type in the appropriate defaults based on your role and needs. Note: 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.	



Step	Action	Result
15.	For each additional Communication speed key row needed, click  button, then follow step 14 above.	
16.	Select User 3C Groups Summary tab.	The User 3C Groups Summary page appears.
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.  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.	





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:

STEP	DESCRIPTION/ ACTION
1.	In your browser options select Tools .
2.	Select Internet Options .
3.	Click on the General tab.
4.	Click Delete Files in the Temporary Internet files area.
5.	Click on  button in the Delete Files dialog box.
6.	Click on  button.



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:

STEP	DESCRIPTION/ ACTION
1.	In your browser options select Tools .
2.	Select Clear Private Data .
	Select the options to turn on and off.
3.	Note: If you wish to keep save passwords, make sure the Saved Passwords option is turned off as shown above.
4.	Click Clear Private Data Now button.



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.



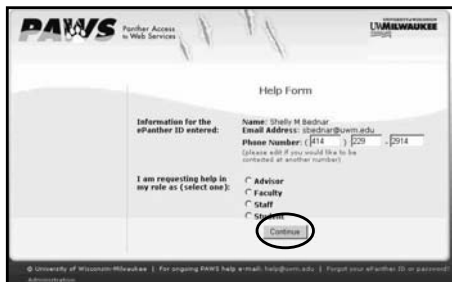
Type in your ePanther ID:



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.

UITS 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.

