PRISM TIPS

YOUR ID & PASSWORD AND SIGNING INTO PRISM

HOW TO VIEW YOUR ID & PASSWORD … Go to the UW-Waukesha homepage at http://www.waukesha.uwc.edu/. Click on PRISM then click on the First-time User Login Help link. Follow the directions and enter your information.

First name – as it was when you applied for admission – no nicknames or shortened versions
Last name – as it was when you applied for admission
Social security number and Birth date

Click on “Submit” (NOTE: If your PRISM account is locked because of an invalid User ID and/or Password you will be able to reset your Password and unlock PRISM on this website.) Your User ID will appear and you will be required to enter five security questions for future access of this information. Write your User ID and security questions down and keep in a safe place. You will then be able to create a secure password, which must include at least 8 characters and include three of the four following: uppercase, lowercase, numbers and/or special characters.

HOW TO SIGN INTO PRISM … Go to the Waukesha website at http://waukesha.uwc.edu/ … click on PRISM … click on “sign in” at the top of the page. Enter your User ID (not case sensitive) … hit “tab” … enter your password (case sensitive)… hit “enter” or click on “sign-in” … This takes you into PRISM. (NOTE: If you are unable to access PRISM and receive the message “Your User ID and/or Password are invalid” you will need to reset your password. Go to the website listed above in “How to View Your ID & Password” and follow the directions.)

ENROLLMENT TIPS

HOW TO VIEW OR PRINT YOUR CLASS SCHEDULE
For a list…. Self Service > Enrollment > My Class Schedule

For a “week at a glance” … Self Service > Enrollment > My Weekly Schedule > change the date in “Show Week of” box to the week you want … click on “Refresh Calendar”

HOW TO VIEW YOUR ADVISOR
All students are encouraged to see their advisor before enrolling in classes. All freshmen enrolled in their first semester are required to see their advisor before enrolling in classes for the next semester. Self Service > Academic Records > My Advisors

HOW TO VIEW YOUR HOLDS
Many holds will stop students from enrolling in classes. Check your holds and take care of them. Self Service > Student Center > Holds > click on “Details” for more information

HOW TO VIEW YOUR ENROLLMENT APPOINTMENT
Your enrollment appointment is the first date and time that a student can enroll in classes in PRISM self-service. It is not a meeting with an advisor or a scheduled time to come to campus to enroll in classes. Self Service > Enrollment > Enrollment Dates > click on “Details” for more information > select the term from the drop down menu and click on “Continue”

HOW TO ADD / ENROLL IN A CLASS
To add / enroll in a class … Self Service > Enrollment > Enrollment: Add Classes … Select the term and click on “Continue” … search for a class or enter the Class Number … click “enter” … Class details will appear (a green button indicates class is open, a blue box indicates class is closed) … if class is open click on “Next” … class will appear in Enrollment Shopping Cart … to add class click on “Proceed to Step 2 of 3” or to delete your selection click on the trash can to the left of the class … click on “Please Read Financial Terms before Finish Enrolling” … click on “Finish Enrolling” to add class or click on “Cancel” to exit without adding class. View the results to confirm your enrollment was successful.

HOW TO ADD / ENROLL IN A CLASS with PERMISSION NUMBERS
Starting with the first day of each semester students will need faculty permission to add / enroll in classes. Talk to the professor to request permission to add / enroll in a class … If the professor agrees, you will be given a permission number. Go to the Computer Center or to any computer with internet access to process your add / enrollment.

To add / enroll in a class … Self Service > Enrollment > Enrollment: Add Classes … Select the term and click on “Continue” … search for a class or enter the Class Number … click “enter” … Class details will appear … type permission number in the box to the left of “Permission Nbr” … click on “Next” … class will appear in Enrollment Shopping Cart … to add class click on “Proceed to Step 2 of 3” or to delete your selection click on the trash can to the left of the class … click on “Please Read Financial Terms before Finish Enrolling” … click on “Finish Enrolling” to add class or click on “Cancel” to exit without adding class. View the results to confirm your enrollment was successful.
HOW TO SWAP ONE CLASS FOR ANOTHER
To swap a class … Self Service > Enrollment > Enrollment: Swap Classes … 
Select the term and click on “Continue” … choose the class you want to swap from the drop down menu … select the class you want to add by either searching for a class or entering the Class Number … click “enter” … Class details will appear (a green button indicates class is open, a blue box indicates class is closed) … if class is open and you want to continue click on “Next” or if you want to cancel swap click on “Cancel” … Confirm your class selections to drop and add are correct. To complete swap, click on “Finish Swapping”. View the results to confirm your swap was successful.

HOW TO DROP A CLASS
To drop a class … Self Service > Enrollment > Enrollment: Drop Classes … 
Your class schedule for the current term will appear. To view another term click on “Select Term” then “Continue”. Click on the “Select” box next to the class you want to drop … click on “Drop Selected Classes”. Confirm you have selected the correct class … to continue with dropping the class click on “Finish Dropping” or to cancel the drop click on “Cancel”. View the results to confirm you’ve successfully dropped the class.

HOW TO DROP ALL COURSES / WITHDRAW FROM THE SEMESTER
To drop all classes / withdraw … Self Service > Enrollment > Enrollment: Drop Classes … 
Your class schedule for the current term will appear. To view another term click on “Select Term” then “Continue”. Click on the “Select” box next to each class … click on “Drop Last Class”. On the “Drop Last Course Information” screen scroll down and click on “Select after reading information” … click on “Drop Selected Classes”…. click on “Finish Dropping”. View the results to confirm you’ve successfully dropped the classes.

STUDENT RECORDS TIPS

HOW TO PRINT AN UNOFFICIAL TRANSCRIPT
Self Service > Academic Records > View Unofficial Transcript >Select Unofficial Transcript as the Report Type > Go

HOW TO VIEW YOUR GRADES
Self Service > Enrollment > View My Grades
The current term will appear. To view another term click “Change Term”, select the term and click on “Continue”.

HOW TO PRINT AN ENROLLMENT VERIFICATION - (for an employer or an insurance company)
Self Service > Student Center > Enrollment Verification

HOW TO ORDER AN OFFICIAL TRANSCRIPT
Self Service > Order Official Transcript

FINANCIAL TIPS

HOW TO VIEW YOUR FINANCIAL AID
Self Service > Campus Finances > View Financial Aid
Click on the aid year you want to view
If no Financial Aid is listed, check your “To Do” list to see if something still needs to be done or submitted to complete your financial aid application.
Self Service > Student Center > To Do List > click on “Details” for more information

HOW TO VIEW YOUR FINANCIAL ACCOUNT
Self Service > Campus Finances > Account Inquiry

HOW TO MAKE A PAYMENT ON LINE (To assure the Enrollment Deposit is credited to the proper semester, pay in person/mail to the Business Office.)
Step 1 - View total charges to pay
Self Service > Campus Finances > Account Inquiry
Print this page as a reference to use as you submit your payment
Click on Make a Payment tab

Step 2 - Make a payment
Self Service > Campus Finances > Make a Payment
• Specify payment amount
  • Enter the amount you intend to pay for each type of charge
  • For payment plan, pay the lower tuition amount
  • For any other specific charges, enter the appropriate amount
  • Use “Excess Self Service Payment” when paying the enrollment deposit
  • Click on “calculate grand total” if you are not paying in full; click on “Next”
• Select a method of payment
  • Click on “Next”. Complete the credit card (Master Card, VISA or Discover) or web check information, your telephone number and email address then click on “Continue”.
  • Verify all information, click on “I agree to the Terms of Use”, click on “Continue”, if all is okay click on “Submit”
  • The confirmation message “Your payment has been accepted” appears. Print the page for future reference.