

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 the PRISM logo then click on Access User ID and Password. 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 Birthdate

Click on the check boxes for “agree to the terms and conditions” and “verify that you are the person entering the information”. 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.)

HOW TO SIGN INTO PRISM ... Go to the Waukesha website at <http://waukesha.uwc.edu/> ... click on the PRISM logo ... click on “sign in” at the top of the page. Enter your ID (ALL CAPITAL LETTERS) ... hit “tab” ... enter your password ... 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](#) > [Student Center](#)

For a “week at a glance” ...

[Self Service](#) > [Student Center](#) > [Weekly Schedule](#) > change the date in “Show Week of” box to the week you want

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](#) > [Student Center](#) > [Advisor](#) > click on “Details” for more information

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](#) > [Student Center](#) > [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](#) > [Student Center](#) > [Add / Drop Class](#) ...

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 “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](#) > [Student Center](#) > [Add / Drop Class](#) ...

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 “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](#) > [Student Center](#) > [My Class Schedule](#) > [Swap tab](#) ...

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](#) > [Student Center](#) > [Add / Drop Class](#) > [Drop tab](#) ...

Your class schedule for the current term will appear. To view another term click "Select Term" and click on "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

You can drop all classes / withdraw in PRISM by following the instructions in "HOW TO DROP A CLASS". Contact the Student Services Office if any questions.

STUDENT RECORDS TIPS

HOW TO PRINT AN UNOFFICIAL TRANSCRIPT

[Self Service](#) > [Student Center](#) > [Unofficial Transcript](#) > [Go](#)

HOW TO VIEW YOUR GRADES

[Self Service](#) > [Student Center](#) > [Grades](#)

Click on the term you want to view

HOW TO PRINT AN ENROLLMENT VERIFICATION - (for an employer or an insurance company)

[Self Service](#) > [Student Center](#) > [Enrollment Verification](#)

FINANCIAL TIPS

HOW TO VIEW YOUR FINANCIAL AID

[Self Service](#) > [Student Center](#) > [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](#) > [Student Center](#) > [Account Inquiry](#)

HOW TO MAKE A PAYMENT ON LINE (To assure the Advance Tuition Deposit is credited to the proper semester, pay in person/mail to the Business Office.)

Step 1 - View total charges to pay

[Self Service](#) > [Student Center](#) > [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](#) > [Student Center](#) > [Account Inquiry](#) > [Make a Payment](#)

- a. Select a method of payment (**Credit Card payments are assessed a \$15 convenience fee per transaction.**)
- b. Click on "Next". Complete the credit card or web check information, your telephone number, an email address and click on "Next".
- c. Making a payment
- d. 1. Specify payment amount
 - A. enter the amount you intend to pay for each type of charge
 - B. for payment plan, pay one tuition amount and one \$5.00 amount
 - C. for any other specific charges, enter the appropriate amount
 - D. use 'Excess Self Service Payment' when paying the advance tuition deposit
- e. 2. Click on "calculate grand total" if you are not paying in full; click on 'Next'
- e. Review all information, check agreement box; finally click on 'Submit'
- f. The confirmation message 'Your payment has been accepted' appears. Print the page for future reference.