PASS Registration Guide

and

How to use the Schedule Builder
Help Documents Available through ITS Knowledgebase
http://kb.uwplatt.edu

Sign In to PASS
1. Open Firefox (Other browsers will work, but Firefox is the most compatible)
2. Go to www.uwplatt.edu
3. Select Shortcuts (top right) then select PASS
4. On ITS page click on orange icon labeled LOG INTO PASS WITH NETID
5. Sign In with your University username and password (not your admissions account)
6. Select Self-Service from main menu
7. Select Student Center from Self-Service menu

Remove Holds on Registration (Knowledgebase search: Holds)
Advising Hold
1. Schedule an advising appointment with your Advisor to receive your PIN Number. Advisor contact information can be found in the right column of Student Center in PASS
2. From main menu, select Self Service > Student Center
3. From the Student Center, select Remove My Advising Hold
4. Type PIN and click Submit icon (do not use enter key)

Financial Agreement
1. From main menu, select Self Service > Student Center
2. Select details within the Holds box on top right side
3. Click the Financial Agreement green icon
4. Read the terms and select I Agree at bottom

Marital Property Agreement
1. From main menu, select Self Service > Student Center
2. Select details within the Holds box on top right side
3. Click the Marital Property green icon
4. Read and complete the form; click Submit at bottom when finished

Enroll in Courses (Knowledgebase search: Adding a Class)
1. From main menu, select Self Service > Student Center > Enroll
2. Select the Term that you want to register for and click Continue
   (If this is your first time registering, the term should default to Fall 2015 for you)
3. If you know the “class number” type it in and click enter then proceed to step 7
4. If you do not know the class number, select Class Search under “Find Classes” and click the green “search” icon
5. Using drop downs, select the subject and any additional search criteria then click Search
6. Find a class with a Green Circle that fits your schedule and click select
   - If a class requires a lab or discussion (related section), you will be prompted to add it
   - You may select a closed class with a Blue Circle if the department has given permission
7. Verify the class you have picked and click Next
8. This class has been added to your Shopping Cart. You may add additional courses to your cart by repeating steps 3-7 or finalize your enrollment by selecting the class (check box) and click Enroll
9. Click Finish Enrolling and review results (success message or error message)
Drop Courses (Knowledgebase search: Dropping a Class)
1. From main menu, select Self Service > Enrollment > Enrollment: Drop Classes
2. Select the Term for the courses that you want to drop
3. Check the box on left of the course you want to drop and click Drop Selected Courses
4. Confirm the classes you wish to drop by clicking Finish Dropping
5. Click My Class Schedule to verify that your drop was successful

Swap Courses – Drop and Add (Knowledgebase search: Swapping)
1. From main menu, select Self Service > Enrollment > Enrollment: Swap Classes
2. Select the Term for the courses that you want to swap
3. Select a class to swap (drop)
4. Search for a class to replace it with (add)
5. After selecting a new class, click Finish Swapping

Printing Your Schedule (Knowledgebase search: Printing Schedule)
1. From main menu, select Self Service > Enrollment > My Class Schedule
2. Select the Term for the schedule you want to print
3. Select List View (a list of all enrolled courses) or Weekly Calendar View (a view of a specific week in the term)
4. Select Printer Friendly Page located in the bottom right corner of the schedule page
5. Click the Print button allocated at the top right corner of the printer friendly page
6. Verify the printer you are using and click OK
   University printers are identified by a building and location
   (the printers located in the Bears Den Computer lab are PSC2308-A and PSC2308-B)

View Grades (Knowledgebase search: Viewing Grades)
1. From main menu, select Self Service > Student Center
2. In center of page under Academics is a drop-down window. Select Grades
3. Click >> symbol next to the drop-down window
4. Select the Term for the grades you wish to view
5. The grade page will display your courses, grades, grade point average and academic standing

View Academic Requirements Report
1. From main menu, select
   Self Service > Degree Progress/Graduation > My Academic Requirements
2. This interactive advising tool shows completed requirements, may suggest courses to fill incomplete requirements, and allows you to produce a printer friendly report that is easy to use.

Important Dates
(Full calendar found at http://www.uwplatt.edu/registrar/academic-calendars)
September 1, 2015……Last day to cancel registration without fees*
September 2, 2015……Fall semester begins
September 9, 2015……Last day to add using PASS self-service
September 16, 2015……Last day to drop using PASS self-service
September 17, 2015….Withdrawals noted on transcript; drop fee and late add fee begins

*Note: Withdrawals from the university (dropping all courses) will be assessed a $50 processing fee from September 2-9, 2015 and a $100 processing fee from September 10-16, 2015. After September 16, drop fees and late adds will be charged for each course.

University Catalogs
http://www.uwplatt.edu/registrar/catalogs/
STUDENT SCHEDULE BUILDER

1. **Log In**
   Log into "Pass" and click the "Schedule Builder" Link

2. **Click Here**
   To Easily Plan Your Class Schedule

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**PASS**

**Kelvin's Student Center**

- Academics
- Search
- Plan
- Enroll
- My Academics
- Remove My Advising Hold
- Apply for Scholarship
- Schedule Builder

**This Week's Schedule**

- PHYS ED 3440-1L01
- LAB (3076)
- PHYS ED 3500-01
- LEC (3083)
- PHYS ED 3920-01
- LEC (2041)

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**Schedule Builder**

Instructions:

1. Click here to open the Schedule Builder in a pop-up window.
2. Return to this window after clicking "Send Schedule to Shopping Cart".
3. Visit the **Course Enrollment** page from your Student Center to continue with course selection.

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**COURSE ENROLLMENT**
3. **ADD COURSES**
   To Take Next Term

4. **ADD BREAKS**
   To Block Off Times For No Class

5. **GENERATE**
   All Possible Schedules

6. **VIEW**
   To See Each Schedule

7. **SEND TO SHOPPING CART**
   From the "View" Screen, Click the "Shopping Cart" Button to Begin Registration!