Putting The Pieces Together

UW-Marinette On-line Orientation
You’ve been accepted now what?

You are going to have a lot of information given to you between now and the time that you get settled into your classes.

We hope that this on-line orientation session will answer many of those beginning questions and prepare you for what is to come.

Because we are putting this on our website it will also be available to you anytime you wish to refresh your memory on a certain topic.

Please know that if there is a question that you have and it isn’t answered here, you are more than welcome to stop into the Office of Student Services to speak with an advisor.

Let’s begin by talking about our website.
Your UW-Marinette Homepage

www.marinette.uwc.edu

- Click on Current Students
- Connects you to campus from anywhere
- Lists items in the left hand column that will connect you to important information
- Latest news and updates are found in the middle section (i.e. class cancelations)
- Click anywhere for more in depth information.
Before logging into your PRISM, Email or D2L accounts you will need to get a USERNAME and PASSWORD ...it is easy!!!

First, click on Email
Enlarge the screen that pops up
Click on the link to get a password
Fill in the fields that are provided.

Make sure that you click on these two boxes

Hit submit

**As long as you have paid all or your fees and Advanced Tuition Deposit (ATD) you should be fine to proceed. If not you may have to wait 24 hrs after your payment before this will work."
Desire2Learn

You will see a screen with the following information:

- Your USERNAME (first 4 letters of your last name, first letter of your first name and the last four digits of your ID #)
- Your Email address (above and add @students.uwc.edu)
- A place for you to create a PASSWORD

Your PASSWORD needs to be 8 characters long and contain lowercase, uppercase, and 1 of the following: number or character.

Make sure to hit set PASSWORD when you are finished.

Now you will be able to log into PRISM, EMAIL and D2L
To log into PRISM

- click on PRISM
- Make the pop-up screen bigger
- For PRISM you will just need to use your USERNAME (in all CAPS) and PASSWORD.
Your PRISM account is used for:

**Finances**

- **Find Out How Much Money You Owe** – you will not receive an invoice by mail

- **Viewing Financial Aid Records or Status** – see how much financial aid you are eligible for and when it is posted to your account
Academics

• Check on Mid-term and Final Grades

• Signing Up for Classes – you will meet with your advisor every semester to talk over options and after you pay your advanced tuition deposit (ATD) you must go into PRISM on your own to sign up for classes. **You will need a faculty member’s signature on an ADD SLIP after the Friday before the semester begins.**

• Dropping Classes – during the first two weeks of the semester you can drop classes without any penalty. Between weeks 2 and 10 for semester-long classes, a “W” will appear on your record that you attempted the class but it will not affect your GPA. **Please consult with your advisor about dropping classes as it may affect your financial aid, insurance, and graduation plans.**

• Print Off a Class Schedule – you will need this to reserve and purchase your textbooks at the bookstore
Other Items

• **Updating Your Personal Information** — it is very important that if any of your personal information changes (i.e. you move, get a new phone number, change your name) that you go into PRISM and update it.

• **When You Register Next** — you will be able to see the earliest date that you are eligible to sign up next semester classes
Email:
You will need to use your full email address - USERNAME (in all CAPS)@uwc.edu and password.

For example: FREDM4567@uwc.edu
• It is very important to check your email on a daily basis!
• Faculty, Student Services and other students will be sending you important information that may need immediate attention.
• Faculty may send messages regarding assignments, class projects and possibly a class cancellation due to illness.
• Student Services may send messages regarding Financial Aid, Scholarships, Work Study or Internship positions.
• Other students will be trying to contact you about classroom assignments or events that are going on around campus.

We encourage students to make sure and clean out their mailbox on a regular basis. Each student is given a very limited amount of space in their account. You will need to delete items that are no longer important and make sure that you clear out the ‘deleted items’ folder and ‘sent items’ folder.
Desire2Learn, or D2L, is an online tool used by many professors to supplement what is going on in the classroom. Your professor will let you know if you will be using the program and what types of information will be posted on the site for you to utilize.

Logging on to D2L:
• Click on D2L
• Type in your USERNAME (all CAPS) and password
What else can be found on our website?

The Academic Calendar
- Click on Academics
- Click on Academic Calendar

The dates listed here contain special events taking place. Not every date will be useful to you but it is a great document to reference.
What else can be found on our website?

- **UW Colleges Catalog**
  - Click on Course Schedules
  - Click on Course Catalog

- **UW-Marinette Course Schedule**
  - Click on Course Schedules
  - Click on semester you would like to view (i.e. Spring 2011)

- **Transfer Information System (TIS)**
  - Click on Course Schedules
  - Click on Transfer Information System
Now you can sort by all sorts of categories if you wish. We suggest you start with review all the courses.
Now you can see:
Name of class, Number of credits, time of class, days of class and instructor

WE Strongly Recommend You Review This Before You Meet With An Advisor To Develop A List Of Classes You Might Like To Enroll In!!
YOU ARE READY!!!

Now you are ready to make an appointment with an advisor to pick out your classes!

☐ Call 715-735-4301
☐ Let us know you are a new student who needs to meet with an advisor
☐ Pick an hour-long appointment that fits your schedule