Senior Guests Auditors: How to search for courses via Course Search and Enroll

Brought to you by: UW-Madison Adult Career and Special Student Services
To begin . . . .

Enter ‘public.enroll.wisc.edu’ into a web browser.
Overview of course search filters

(The following slides will explain how to search using each of the various filter options.)

**Term:** select the arrow to find the term you would like to search.

**Subject:** select ‘All’ to bring up a list of subjects to choose from or start typing a subject here.

**Keyword, Instructor, Number:** enter keyword, class name, instructor, three digit course number or five digit class number here.

**Seats:** make sure ALL seat options are checked.
To search by subject:

1. Select a term
2. Select a subject
3. Drag bar to scan courses
4. Select a course to view more information
To search by specific subject and keyword:

1. Select a term
2. Select a subject
3. Enter keyword, instructor or number
4. Select arrow to order by relevance, subject or catalog #
5. Select and drag gray bar to scan courses

#4 Select arrow to sort by subject or catalog #
#5 Drag gray bar to scan courses and select a course of interest
To search all subjects by keyword:

1. Select a term
2. Select ALL subject
3. Enter keyword, instructor or number
4. Select arrow to sort by relevance, subject or catalog #
5. Select and drag gray bar to scan courses

#4 Select arrow to sort by subject or catalog #
#5 Drag gray bar to scan course and select to view course information
After selecting a course, click on “See Sections” to find date/time, location, and instructor.
A list of sections for the course will appear and list ‘Day/Time’, ‘Location’, ‘Instructor’ details.
Finding instructor provided content:

<table>
<thead>
<tr>
<th>Class No.</th>
<th>Type</th>
<th>Section</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEC 001</td>
<td>LEC</td>
<td>TR 9:30AM - 10:45AM</td>
<td>Nick Cahill</td>
</tr>
<tr>
<td></td>
<td></td>
<td>L140 Conrad A. Elvehjem Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DIS</td>
<td>MWF 9:55AM - 10:45AM</td>
<td>Thomas Dale</td>
</tr>
<tr>
<td></td>
<td></td>
<td>L166 Conrad A. Elvehjem Building</td>
<td></td>
</tr>
</tbody>
</table>

If LEC (lecture) only course, select the LEC section for more info. (Not all courses will have instructor provided content.)

Select LEC 001 to see drop down with more information

Select DIS to see drop down with more information

If both LEC (lecture) and DIS (discussion) are listed, select DIS (discussion) to see instructor provided content link or class number.
Once you find a course to audit . . . . .

• Write down the course information (i.e. subject, category number, course name, date & time).

• If you would like to save courses of interest within Course Search and Enroll and are admitted for the term you are searching, login using your NetID and password.

• Once your enrollment date and time has come, and after you have received permission to enroll, follow the enrollment instructions listed on the senior guest auditor webpage under ‘Enroll in class’ [https://acsss.wisc.edu/senior-guest-auditors/](https://acsss.wisc.edu/senior-guest-auditors/) or obtain a paper copy of instructions at the Adult Career and Special Student Services office.
Additional Notes:

• If you are interested in auditing a History or History of Science course, please review the History Department Senior Guest Auditor page at [https://history.wisc.edu/courses/senior-guest-auditors/](https://history.wisc.edu/courses/senior-guest-auditors/)

• A PDF copy of the full course list or a condensed ‘courses for your consideration’ list can be found on our webpage [https://acsss.wisc.edu/senior-guest-auditors/](https://acsss.wisc.edu/senior-guest-auditors/) under “Search for classes” or a paper copies can be viewed in our office at 21 N. Park St., 7th Floor, room 7101.

• A course listed as closed or waitlisted does not automatically mean it cannot be audited. There may be credit course enrollment limitations, but may have enough room for auditors.
We hope you found these instructions to be helpful in your search for courses!

For more information about how to search for courses, type registrar.wisc.edu/how to-search into your browser address bar, or follow this link: https://registrar.wisc.edu/howto-search/