Senior Guest Auditors: How to enroll using Course Search and Enroll

Brought to you by: UW-Madison Adult Career and Special Student Services
Enrollment process overview:

1. **Attend the first day with permission to enroll form.** If an admitted student, attend the first day of class with your *permission-to-enroll form*. (Additional forms can be found on [https://acssss.wisc.edu/senior-guest-auditors/](https://acssss.wisc.edu/senior-guest-auditors/), or request to be mailed by contacting us at advising@dcs.wisc.edu, by phone at 608-263-6960 or in person at 21 N. Park St., 7th Floor, Suite 7101).

2. **Obtain permission from the instructor.** Ask for permission and request the instructor to sign the *permission-to-enroll form*.

3. **Deliver the signed permission form to the department office.** Hand the form to staff at the department office that’s hosting the course for which you obtained permission to audit.

4. **Enroll in the course via Course Search & Enroll within MyUW.** Once the department enters the permission into the system and it’s the first day of classes or later, you will be able to enroll. **The following pages of this powerpoint have instructions to complete enrollment.** Enrollment MUST be completed for your senior guest auditor status to remain active.

   An online copy of these instructions can be found here: [https://acssss.wisc.edu/senior-guest-auditors/](https://acssss.wisc.edu/senior-guest-auditors/) under ‘Enrollment’.
To start, login to your MyUW portal. Open up your web browser and enter **wisc.edu** in the address bar to open UW-Madison’s website.
From UW-Madison’s website select MyUW then MyUW HOME
Log into your MyUW Portal using your NetID and password.

• If you have not activated your NetID, select “Activate your NetID” under “Need help?”. You will be prompted to enter your campus/student ID number and date of birth. Follow the instructions on the screen to continue.

• If you do not remember your NetID and/or password, or you are having trouble activating your NetID, contact the help desk by calling 608-264-4357 or email help@doit.wisc.edu.
In your MyUW Portal find “Course Search & Enroll” and select “Search for courses”

(If you do not see “Enroll on” with your enrollment date and time for the semester you plan on enrolling under “Search for courses”, it may mean you are not an admitted student. Please call us at 608-263-6960 to check on your admission status.)
Overview of course search filters:

Term: select a term by clicking the arrow to find the term you would like to search.

Subject: choose a subject by clicking on ‘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.
After you have selected a course, click on the “See Sections” button to find date/time, location, and instructor.
For courses with a LEC (lecture) and DIS (discussion) listed, select the DIS you received permission for. Even though you will not be attending the discussion, you must select one in order to enroll in the lecture. Your permission will override any waitlist or closed notation and will allow you to enroll.

**Select the discussion number you were assigned**

**SEATS** - *It will not matter if there is a closed or waitlisted symbol listed under seats, select the DIS (discussion) you were assigned.*
To complete enrollment, select the discussion the department authorized permission for and select “Save Section” to add it to your cart. It does not matter if the course is waitlisted or closed as long as you have permission to enroll.
If there is only a LEC (lecture) and no DIS (discussion) option, select “Save Course” OR “Save Section” to add it to your cart.

Class availability - *It will not matter if there is a closed or waitlisted symbol listed for class availability, select “Save Section” for the LEC you received permission to enroll in.

Select “Save Section” to add to cart
Officially enrolling in courses:
Go to ‘My Courses’. Select box in front of the course, then select “ENROLL”.

1. Select “My Courses” to see courses in your cart
2. Select box of course you would like to enroll in.
3. Select “Enroll”

If you receive an error after you select “Enroll”, it may mean the permission has not been entered by the department. Please wait a day or two, or contact the academic department office to verify when the permission will be entered.
Once you select enroll, a verification will pop-up, click on “Enroll”.

* This is the number of credits for this course.
The course will move from “Cart” to “Enrolled”. Click on “Enrolled” to see your enrolled courses.
Enrollment recap:

1. Log into your MyUW portal by going to wisc.edu, select MyUW, MyUW Home to enter your NetID and password.
2. Scroll and find the box that says “Course Search & Enroll”, click on it to open.
3. Either add courses to your cart or go to “My Courses” to see courses you previously added to your cart.
4. In your cart, check the box in front of the class or classes you have obtained permission to enroll in.
5. Select “Enroll”.
6. If you receive an error after you click on “Enroll”, it may mean the permission has not been entered by the department. Please wait a day or two and try again or contact the academic department office to verify when the permission will be entered.