COURSE ENROLLMENT INSTRUCTIONS
FOR ADMITTED GUEST AUDITORS

Deadline to enroll: End of 2nd week of classes
Using your NetID, log into your MyUW/Student Center (online) to enroll in the classes for which you have received Class Permission. Use the 5-digit Class Number to add each class to your “shopping cart.” Then begin enrolling.

See the following slides for more detail.
Go to MyUW at [my.wisc.edu](https://my.wisc.edu) and log into your account using the “NetID” (Example: “jsmith1”) and your chosen password. If you still need to activate your NetID follow the Step-by-step activation instructions here: [https://kb.wisc.edu/page.php?id=1140](https://kb.wisc.edu/page.php?id=1140)
Find your Student Center in your MyUW account.
Select “Term” (if needed) to reach this screen to “Add Classes”

Enter 5-digit Class Number
Now a course is in your Shopping Cart. To enroll:
“Select” box ✓ and click button to “begin enrolling.”
If class is correct, click “Finish Enrolling”
A green check ✓ means you have successfully enrolled in this class.
A red X indicates a failure to enroll. In most cases, this means you need to contact the department again to ask them to set up the electronic Class Permission (or to extend the permission deadline).
Always return to your Student Center to verify your enrollment. The course or courses in which you successfully enrolled will appear in your “Summary Grid.”