COURSE ENROLLMENT INSTRUCTIONS
FOR ADMITTED GUEST AUDITORS

Deadline to enroll: End of 2nd week of classes
Using your NetID, log into your MyUW Portal, and select 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 with step by step enrollment instructions for more detail.
Log into your MyUW Portal by going to [wisc.edu](http://wisc.edu) and selecting MyUW -‘MyUW HOME’
Use your “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 OR if you’ve forgotten your NetID or password, please contact the DoIT Help Desk at 608-264-4357 for help resetting your account.
Find your Student Center in your MyUW portal
Select ‘Course Enrollment’
• Select a term to enroll in

Click on the circle in front of the term you would like to enroll in.

If the current term is not listed, it may be that you are not an admitted/current student for the semester.
Enter 5 digit class number in the box and select the green enter button next to it.
Select green ‘Next’ button to continue enrolling
The course has been placed in your Shopping Cart. To enroll: “Select” box ✔ next to class and click button to “begin enrolling.”
If class is correct, click "Finish Enrolling"

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART HIST 304 LEC-001 (40724)</td>
<td>Art &amp; Archaeology - Ancient Rome</td>
<td>MoWe 3:25AM - 9:40AM</td>
<td>ELVEHjem L140</td>
<td>Call, Nick</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.
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.”
Questions?

• For specific course availability, eligibility, permission to enroll, contact the academic department offering the course.

• For general enrollment information and assistance with web enrollment contact the Office of the Registrar, (608) 262-3811, Monday through Friday from 7:45 a.m. to 4:30 p.m.

• For admission questions, contact UW-Madison Special Student Services at 608-262-6960 or advising@dcs.wisc.edu