Senior Guests Auditors:
How to search for courses using the new enrollment tool

Brought to you by: UW-Madison Adult Career and Special Student Services
To start, open up your web browser and type wisc.edu in the address bar to open UW-Madison’s website; press enter.
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’ll 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 scroll to locate the “Academic Navigator” box; click box to open

(If you do not see a box labeled “Academic Navigator”, it may mean you are not an admitted student. If you think this is a mistake, please call us at 608-263-6960 to check on your admission status. There is a public class search option you can use without being an admitted student; go to wisc.edu and click on the magnifying glass to open the search function on the webpage, type “public class search”.)
Inside “Academic Navigator” locate the “Course Search & Enroll” box. Click on the blue button that says “Search for courses”.

Please note: this is where you can find your enrollment date and time.

- **Senior guest auditors can begin enrolling on the first day of classes. Make sure to complete enrollment within the first two weeks of the term.**
- You can only enroll after your enrollment date provided permission to audit a course has been granted by the professor AND the permission has been entered by the academic department.
Overview of course search filters

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

To search for courses enter keyword, class name, instructor, three digit course number or five digit class number here.

Select a term by click the arrow to bring up the term you would like to search.

Choose a subject by clicking on ‘All’ to bring up a list of subjects to choose from or start typing a subject here.

(If you would like to browse a “Suggested Courses” packet, type acsswisc.edu/senior-guest-auditors/ in your browser address bar. When the page opens, go to step 4, option #3, or come in to our office at 21 N. Park St, 7th Flr, Ste 7101 to browse a “Suggested Courses” packet.)
To search by subject:

#1 Select a term
#2 Select a subject
#3 Drag bar to scan courses
#4 Click on a course of interest for more information.
To search by a specific subject and keyword:

1. Select a term
2. Select a subject
3. Enter keyword
4. Select arrow to sort by subject or catalog number
5. Drag gray bar to scan course and select a course of interest
To search all subjects using a keyword:

1. Select a term
2. Make sure “All” is displayed to search all subjects
3. Enter keyword
4. Select arrow to sort by relevance, subject or catalog number.
5. Drag gray bar to scan course and select a course of interest

*To clear your search selections, select ‘Reset search’*

Courses will populate here, click and drag the gray bar to scan courses. Select course of interest for more information.
After you have selected a course, click on the blue button “See Sections” to find date/time, location, and instructor.
A list of sections for the course will appear. You can view the, day/time, location, instructor details.

- Course location: selecting the address will open a window of a campus map showing the location of the building.
- Instructor info: selecting the instructors name will pop-up their email address.
If a LEC (lecture) and DIS (discussion) section is listed, check the box in front of a DIS (discussion) to see instructor provided content link or class number. If the course has a LEC (lecture) only, select the box in front of a LEC section for more info. Not all courses will have instructor provided content.
Once you find a course you would like to audit:

- **Option 1.** – Write down the course information for each class.

- **Option 2.** – Put the course in your “shopping cart” to save for when you are able to enroll.

- See instructions on next slide as to how to add a course to your shopping cart and to view your shopping cart.
To add a course to your cart to save for later:

Once the course has been added to cart, it will show here
To review courses that have been added to cart:

- Please note: Courses will stay in your cart until you enroll, or until you remove them. Senior guest auditors can begin enrolling on the first day of classes and within the first two weeks of the term, provided permission to audit a course has been granted by the professor and the permission has been entered by the academic department.

- If you need permission to enroll forms, they can be found on our website at acsss.wisc.edu/senior-guest-auditors/, step 5, or come in to our office at 21 N. Park St, 7th Flr, Ste 7101 to pick-up a copy.
To remove a course from your shopping cart:

In your shopping cart, check the box in front of the course you would like to delete, then select remove.
Regarding History Courses:

• If you are interested in auditing a History Course, go to the senior guest auditor page https://acssss.wisc.edu/senior-guest-auditors/. Select Step 4 “Search for Classes” and option 3 for “Suggested Courses” packet for your intended term to browse history courses.

• The history department compiles the list of classes that may be available to audit depending on room size, student enrollment and the consent of the instructor. If you are interested in history course that is not listed in this packet, please contact the instructor before attending class.

• If you have any questions regarding history courses, please contact the History Department 608-263-1800.
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/howto-search into your browser address bar, or select on this link: https://registrar.wisc.edu/howto-search/