Senior Guest Auditors: How to enroll in courses using the new enrollment tool

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

1. **Attend the first day**- as an admitted student, attend the first day of class with your *permission to enroll form*. These forms were sent with your admit letter. Additional forms can be obtained the following ways:
   - Go to acsss.wisc.edu/senior-guest-auditors/ see Step 5 to print a copy.
   - Or stop by our office at 21 N. Park St. 7th Floor, Ste 7101 to obtain a copy.
   - Or contact us at 608-263-6960 or email advising@dcs.wisc.edu to request permission to enroll forms to be mailed to you.

2. **Obtain permission**- ask the professor for permission to audit the course and ask them to sign the permission form.

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

4. **Enroll in the course**- once the department enters the permission into the system electronically and it’s the first day of classes or later, you will be able to enroll. **The following pages have instructions to complete enrollment.** Enrollment MUST be completed for your senior guest auditor status to remain active.
To start, log into 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 scroll to locate the “Academic Navigator” box; click on 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.)
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 (which will be different than the date shown here).

• **Senior guest auditors can begin enrolling on the first day of classes and after permission has been entered by the academic department. Make sure to complete enrollment within the first two weeks of the term.**
Overview of course search filters:
(See “Search for Courses” guide for step by step course search instructions: acsss.wisc.edu/senior-guest-auditors/ Step 4, option 1.) to put courses in your cart.

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

Select a term by clicking 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 already added courses to your cart using this enrollment tool AND you obtained permission to enroll in these courses, fast forward to slide 12. IF you added courses to your cart via your Student Center, they will not appear in the shopping cart in this enrollment tool. You will need to add the courses for which you received permission to enroll in.
After you have selected a course, click on the rectangular “See Sections” button to find date/time, location, and instructor.
Check the box in front of the course you have permission to enroll in, then add course to your cart. *(If there is not a box in front of LEC, see next page for further instructions).*

1. Click on box in front the course you received permission to audit.

2. Click on “Add to Cart”
For courses that list a lecture (LEC) and discussion (DIS), check the box in front of discussion (DIS) that corresponds with the three digit number you received permission for, even though you will only be attending the lecture. Then click on “Add To Cart”.

PLEASE NOTE: Even though you will not be attending the discussion, you will still need to select one for enrollment purposes. If you are not sure which discussion (DIS) you received permission to enroll for, select one and click on enroll until it goes through.

#1. Click on DIS box

#2. Click on “Add to Cart”
Course is in your cart:

Once the course has been added to your cart, the number of courses added will show here.
Go to your shopping cart to begin enrolling by selecting “My Courses” or shopping cart icon:

- Please note: Courses will stay in your cart until you enroll, or until you remove them.
Officially enrolling in courses:
Click on the box in front of the course, then click “ENROLL” above.

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, 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 how many credits the course is.
The course will move from “Cart” to “Enrolled” Click on “Enrolled” to see your enrolled courses.
Enrollment recap:

1. Log into your MyUW by going to wisc.edu, select MyUW, MyUW Home to enter your NetID and password.
2. Scroll and find the box that says “Academic Navigator”, click on it to open.
3. Inside “Academic Navigator” click on the blue “Course Search & Enroll” box.
4. Either add courses to your shopping cart or go to “My Courses” to see courses you previously added to your cart.
5. In your shopping cart, check the box in front of the class or classes you have obtained permission to enroll in.
6. Select “Enroll”.
7. 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, or contact the academic department office to verify when the permission will be entered.
Additional Assistance-

• If you are having issues enrolling in a course, there are several ways to obtain assistance:
  • Has the permission to enroll form been processed by the department? Contact the academic department of the course to verify.
  • Select “Help” on the right-hand side of the page for the Office of the Registrar enrollment help desk page.
  • Please contact the Office of the Registrar at 608-262-3811 select option 2 then option 3.
  • Contact us at 608-263-6960 or at advising@dcs.wisc.edu