UW-Madison Guest Auditor/Senior Guest Auditor
Permission-to-Enroll Forms and Instructions

Your guest student classification (UGSR or UGST) allows you to audit courses on campus, not take courses for credit. Auditing courses is a listen-only privilege, and not all courses are eligible to be audited. You must obtain permission from the instructor to audit a course. Please read and follow the instructions below to obtain this authorization and to enroll in the course. Please read the additional information listed on the backside of this form.

**INSTRUCTIONS**

**Step 1:** Fill out the information for the course(s) you would like to audit on the “UW-Madison Guest /Senior Guest auditor permission-to-enroll form” located on the bottom half of this sheet. Only one form is needed per class. Attend the first day of classes, ask the instructor for permission to audit and request a signature.

**Step 2:** Make a note of the course information in this table. You will need this to enroll in the course.

<table>
<thead>
<tr>
<th>Department Name</th>
<th>3-Digit Course &amp; Section</th>
<th>5-Digit Class Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 3:** Take the signed and completed permission-to-enroll form to the office of the department offering your course (e.g. History, Astronomy). They will enter the “Course Permission” into the enrollment system. You do not need to bring the form back to the Special student office.

**Step 4:** Enroll in the course. Starting the first day of class AND after the permission has been entered by the department, use the 5-digit class number you noted in the above table to enroll in your class in your MyUW Portal/Student Center at [http://my.wisc.edu](http://my.wisc.edu). Detailed enrollment instructions can be found on our website [https://acss.wisc.edu/](https://acss.wisc.edu/) under ‘Become a Student’, select your student type and choose Quick Step 7, Enroll in classes. Keep this above portion for your records.

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**UW-MADISON GUEST STUDENT/SENIOR AUDITOR PERMISSION-TO-ENROLL FORM**

Guest auditor classification (UGSR or UGST) allows a student to audit courses on campus. Auditing courses is a listen-only privilege, and not all courses may be audited. You must obtain permission from the instructor to audit the course.

**Fill out course information below and attend first day of class. Ask instructor permission to audit and request signature.**

<table>
<thead>
<tr>
<th>Department Name</th>
<th>3-Digit Course Number</th>
<th>Section Number</th>
<th>5-Digit (MyUW/Student Center) enrollment # “class number”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Example: Econ)</td>
<td>(Example: 001)</td>
<td></td>
</tr>
</tbody>
</table>

Instructor’s signature of approval ______________________________

Take this signed and completed form to the office of the department offering your course (e.g. History, Economics) to have a “Course Permission” entered on the UW computer system. You do not need to bring the form back to the Special student office.

**Phone and e-mail:**

*Your 10-Digit UW Student ID number found on your admission letter or Student/Campus ID:

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**UW-MADISON GUEST STUDENT/SENIOR AUDITOR PERMISSION-TO-ENROLL FORM**

Guest auditor classification (UGSR or UGST) allows a student to audit courses on campus. Auditing courses is a listen-only privilege, and not all courses may be audited. You must obtain permission from the instructor to audit the course.

**Fill out course information below and attend first day of class. Ask instructor permission to audit and request signature.**

<table>
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<tr>
<th>Department Name</th>
<th>3-Digit Course Number</th>
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Instructor’s signature of approval ______________________________

Take this signed and completed form to the office of the department offering your course (e.g. History, Economics) to have a “Course Permission” entered on the UW computer system. You do not need to bring the form back to the Special student office.

**Phone and e-mail:**

*Your 10-Digit UW Student ID number found on your admission letter or Student/Campus ID:
UW-Madison Guest Auditor/Senior Guest Auditor
Additional Information

- The department only enters the permission to enroll, they will not enroll you in the class. To successfully enroll, follow step 4 of the instructions on the other side of this form. Complete your enrollment on time or you may be assessed a $50 late fee.
- Ask the department the expiration date for your permission (step 3) and enroll before that date.
- If you do not enroll in at least one class for a spring or fall term, you will need to apply to become an active student again for the next spring or fall term you would like to audit. To apply, go to our webpage: https://acsss.wisc.edu/apply/ Please make sure to apply at least 3 weeks before the first day of class.
- Additional permission-to-enroll forms can be found on our website https://acsss.wisc.edu/ under ‘Become a Student’ and select ‘Special Student Types’. Select your student type and choose Quick Step 5. Or you can stop in our office to obtain additional copies.
- If you are a current or former UW-Madison faculty or staff, make sure to use your campus/student ID number when filling out the permission to enroll form, NOT your employee ID number.*

QUESTIONS?
Stop by, call, or email Adult Career and Special Student Services (ACSSS), 21 North Park Street, Suite 7101, 608-263-6960, advising@dcs.wisc.edu
Monday-Friday 7:45am – 4:30pm; Tuesday 7:45am – 7pm
Or check our website at: https://acsss.wisc.edu/