Your guest student classification allows you to audit courses on campus. 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.

Instructions

1. Complete a “UW-Madison Guest /Senior Guest auditor permission-to-enroll form” located on the bottom half of this sheet. Attend the first day of class, ask the instructor for permission to audit, and request his/her signature.
2. Make note of the course department, number, and section. You will need this to enroll in the course.
3. Visit the department (offering the class) office with your signed permission-to-enroll form. Staff will enter permission into the enrollment system. Ask when this step will be completed so you know when to enroll.
4. Enroll in the course. Starting the first day of class AND after the permission has been entered by the department, use the course number to enroll in your class via Course Search and Enroll found in your MyUW portal at http://my.wisc.edu. Enrollment help can be found on our website https://acsss.wisc.edu/senior-guest-auditors.

Permission-to-enroll for auditing UW-Madison courses

Permission from the instructor must be obtained to audit UW-Madison courses on campus. Fill out student and course information below and attend first day of class. Ask instructor permission to audit and request signature.

Student information

Name:___________________________________________
10-digit student ID number:_________________________________
Phone number:___________________________________________
Email address:_____________________________________

Course information

Course number (ex: History 101):______________________________
Instructor’s signature of approval: _____________________

Take this signed and completed form to the course departmental office to have “Course Permission” entered in the enrollment system.
Additional Information

- The department only enters permission to enroll, they will not enroll you in the class. You will need to enroll via Course Search and Enroll in your MyUW portal http://my.wisc.edu
- Ask the department the expiration date for your permission and enroll before that date.
- Additional permission-to-enroll forms can be found on our website https://acsss.wisc.edu/senior-guest-auditors. Or you can stop in our office to obtain additional copies.
- Current or former UW-Madison faculty or staff members - make sure to use your student ID number on the permission-to-enroll forms, NOT your employee ID number.

QUESTIONS?

Adult Career and Special Student Services, 21 North Park Street, Suite 7101; M-F 7:45am-4:30pm; T 7:45am-7pm
Phone: 608-263-6960
Email: advising@dcs.wisc.edu; Website: https://acsss.wisc.edu/