Senior Guests Auditors: How to search for courses via Course Search and Enroll

Brought to you by: UW-Madison Adult Career and Special Student Services (Updated 8/7/2020)
To begin . . . .

Enter ‘public.enroll.wisc.edu’ into a web browser.
Overview of course search filters

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

Term: select the arrow to find the term you would like to search.

Subject: select ‘All’ to bring up a list of subjects to choose from or start typing a subject here.

Keyword, Instructor, Number: enter keyword, class name, instructor, three digit course number or five digit class number here.

Seats: make sure ALL seat options are checked.

Mode of Instruction: See next slide
Select "Online Only" or "Online some classroom". "Online some classroom" may have an online LEC component with in-person discussions/labs for credit/degree students only.

Select a term

1. Select gray bar and slide until you see mode of instruction
2. Select ‘Mode of Instruction’ and then the arrow next to All for mode options
3. Select Online or Online (Some Classroom)
To search by subject:

1. Select a term
2. Select a subject
3. Drag bar to scan courses
4. Select a course to view more information
To search by specific subject and keyword:

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

#1 Select a term
#2 Select ALL subject
#3 Enter keyword, instructor or number

#4 Select arrow to sort by subject or catalog #
#5 Drag gray bar to scan course and select to view course information
After selecting a course, click on “See Sections” to find date/time, location, and instructor.
A list of sections for the course will appear and list ‘Day/Time’, ‘Location’, ‘Instructor’ details.

Please note: If you see a course that has LEC (lecture) location that is on campus it is not eligible for auditing.
Synchronous online courses VS asynchronous online courses

- **Synchronous** courses have a specific date and time listed under ‘Day/Time’. These classes meet online at a specific date and time.

  - Example:

- **Asynchronous** courses will have ‘ONLINE’ under Day/Time or ‘Sep 2 – Dec 10 (A1)’ to indicate there is not a specific date and time they meet. Asynchronous courses may or may not have a recorded lectures, instead there may be readings, videos, online activities, group work, etc. for their curriculum.

  - Example:
Finding instructor provided content:

- If both LEC (lecture) and DIS (discussion) are listed, select DIS to see instructor provided content link or class number.
- If LEC (lecture) only course, select the LEC section for more info. (Not all courses will have instructor provided content.)
Once you find a course to audit . . . . .

• Write down the course information (i.e. subject, category number, course name, date & time).

• If you would like to save courses of interest within Course Search and Enroll and are admitted for the term you are searching, login using your NetID and password.

• Once your enrollment date and time has come, and after you have received permission to enroll, follow the enrollment instructions listed on the senior guest auditor webpage under ‘Enroll in class’ https://acsss.wisc.edu/senior-guest-auditors/
Additional Notes:

• If you are interested in auditing a History or History of Science course, please review the History Department Senior Guest Auditor page at https://history.wisc.edu/courses/senior-guest-auditors/

• A PDF copy of the full course list or a condensed ‘courses for your consideration’ list can be found on our web page https://acsss.wisc.edu/senior-guest-auditors/ under “Search for classes”

• A course listed as closed or waitlisted does not automatically mean it cannot be audited. There may be credit course enrollment limitations, but may have enough room for auditors.
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/how-to-search into your browser address bar, or follow this link: https://registrar.wisc.edu/howto-search/