



UNIVERSITY OF WISCONSIN-MADISON Senior Guest Enrollment Instructions

- 1. Request & Receive Permission to Enroll:** PRIOR to enrolling, you must request permission to enroll in your desired course(s). Once permission is granted, you will receive an email to your '@wisc.edu' email address with the approved course information, including the Class Number you need to enroll. (<https://acsss.wisc.edu/senior-guest-auditors>)

Below is an example of the approved course email text including the **Class Number** needed for enrollment:

Your approved course information:

Subject: HISTORY
Catalog Number: 223
Course Title: Exploration-European Hist (H)
Class Section: 333 (For enrollment, this section may be different than the lecture section.)
Class Number: 78198
Permission Expiration Date: September 11, 2020

- 2. Go to the Enrollment Portal:** Go to <https://enroll.wisc.edu>.
- 3. Log in:** Log in to your MyUW using your NetID and Password.
 - If you have not yet activated your NetID, click 'Activate your NetID'
 - If you are having trouble logging in, click 'Contact the Help Desk'

University of Wisconsin-Madison Login

Login

NetID [Forgot NetID](#)

Ex: bbadger

Password [Forgot password](#)

Log In

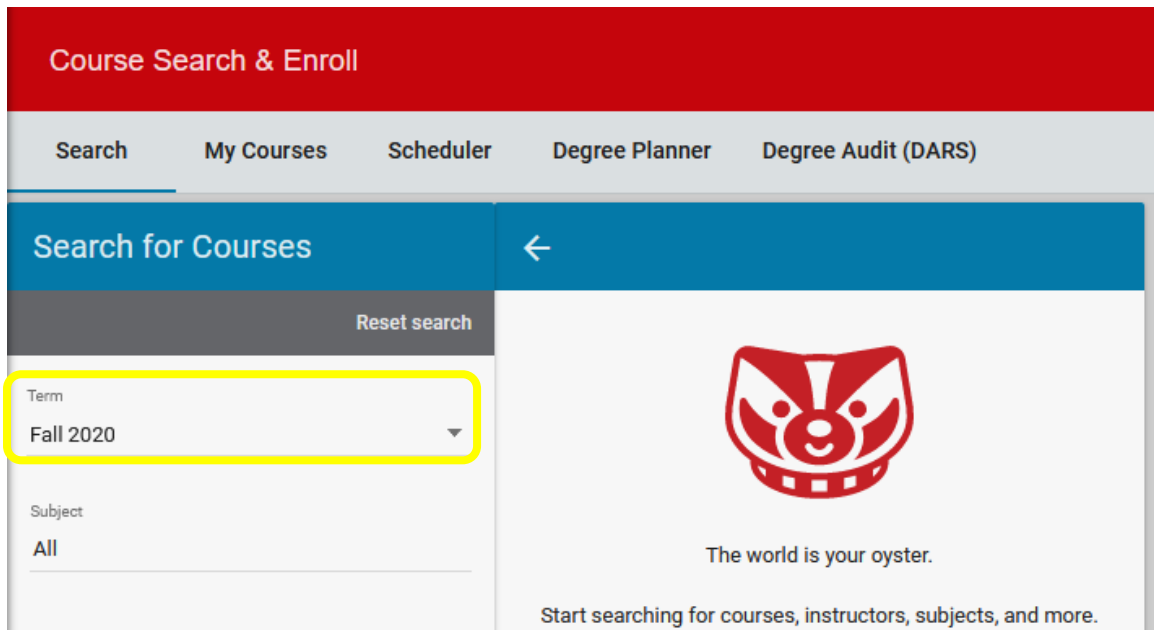
COVID-19 Resources

- Smart Restart Website
- COVID-19 Health Screen
- Badger Pledge for Students

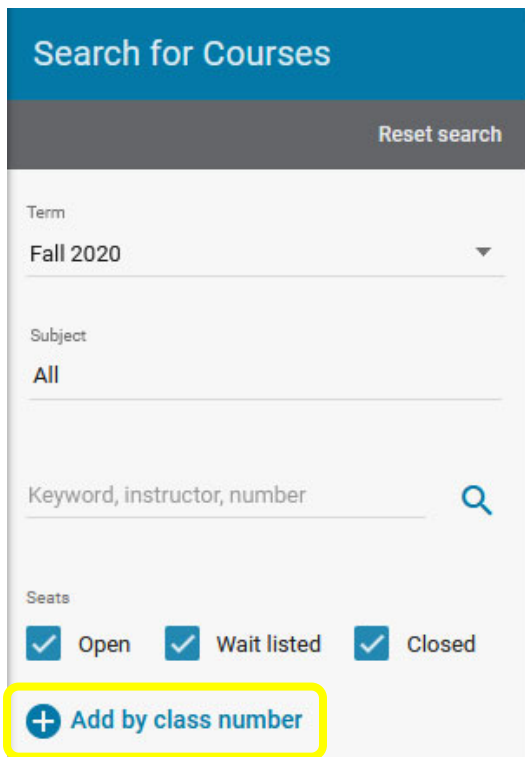
Need help?

- Activate your NetID
- Modify your account
- Contact the Help Desk

4. **Select Term:** First, select your desired term.



5. **Add by Class Number:** Click the 'Add by Class Number' link.



6. **Enter a Class Number:** A pop-up box will appear. Enter the Class Number indicated in your Auditor Course Permission email. Click 'Check credits' and then click 'Add to cart'.
 - o If you were approved for multiple courses, add courses one at a time by class number.

7. **Go to your Cart:** Click on the 'My Courses' tab and click on 'Cart'.



8. **Enroll:** Click the checkbox next to each of your desired courses and click 'Enroll'.

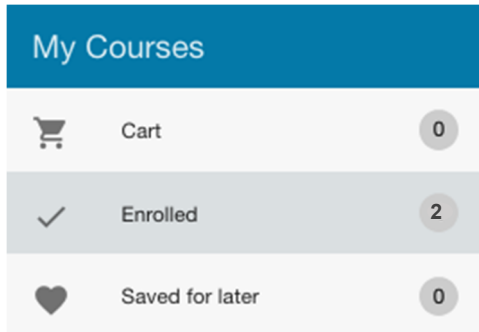
The screenshot shows a user interface with two main sections: 'My Courses' on the left and 'Cart' on the right. The 'My Courses' section has a header 'My Courses' and three items: 'Cart' (3), 'Enrolled' (0), and 'Saved for later' (0). The 'Cart' section has a header 'Cart' and a 'SCHEDULE' button. Below the header are three buttons: 'REMOVE', 'REVALIDATE', and 'ENROLL' (highlighted in yellow). A dropdown menu shows 'Fall 2020'. Below that, it says 'Courses in cart' and 'Credits: 11'. There are two course entries in the cart, each with a checked checkbox (highlighted in yellow): 'HISTORY 460 American Environmental History LEC Online section 4 cr' and 'POLI SCI 140 Introduction to International Relations LEC MW 4:00PM - 5:15PM LEC Online section 4 cr'.

9. **Verify:** A pop-up box will appear. Verify your selections and click 'Enroll'.

The screenshot shows a pop-up box titled 'Enroll'. It contains the following text: 'Review your selections before you enroll. If there's a problem, expand a course for details.' and 'Hint: Please ensure all courses have sections selected before you enroll.' Below this, there are two dropdown menus: 'HISTORY 460 (LEC 001)' and 'POLI SCI 140 (LEC 001)'. At the bottom right, it says 'Enrolling in: 8'. There are two buttons: 'Cancel' and 'Enroll' (highlighted in yellow).



10. **View your Enrollment:** Click on 'Enrolled' to view your successfully enrolled classes. Congratulations! You are now enrolled!



The image shows a mobile application interface for 'My Courses'. It features a blue header with the text 'My Courses'. Below the header is a list of three items: 'Cart' with a shopping cart icon and a count of 0, 'Enrolled' with a checkmark icon and a count of 2, and 'Saved for later' with a heart icon and a count of 0. The 'Enrolled' item is highlighted with a light gray background.

Icon	Text	Count
Shopping Cart	Cart	0
Checkmark	Enrolled	2
Heart	Saved for later	0

11. **View Courses in Canvas:** Go to <https://canvas.wisc.edu> to view your course(s) and materials. *They will be posted in Canvas within 2-4 hours of your enrollment.*

