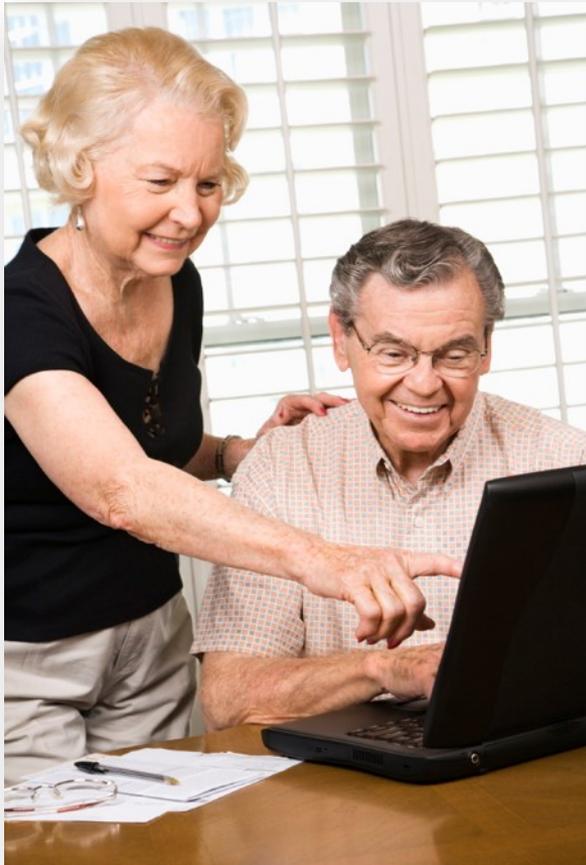




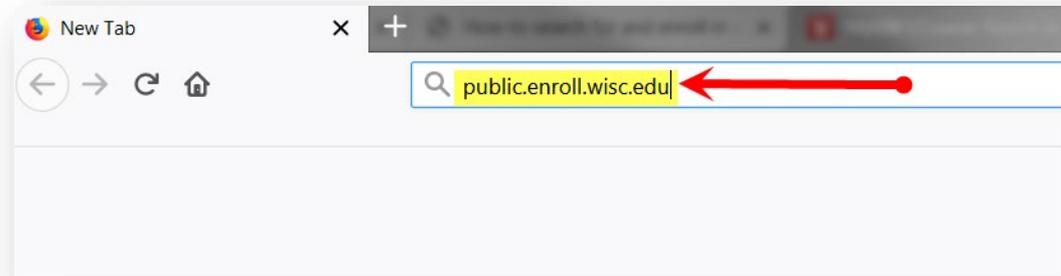
Senior Guests Auditors: How to search for courses via Course Search and Enroll

Brought to you by: UW–Madison
Adult Career and Special Student Services

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.)

The screenshot shows the 'Course Search & Enroll' interface. At the top, there is a red header with the text 'Course Search & Enroll'. Below this is a navigation bar with links for 'Search', 'My Courses', 'Scheduler', 'Degree Planner', and 'Degree Audit (DARS)'. The main content area is titled 'Search for Courses' and features a 'Reset search' button. The search filters are as follows:

- Term:** A dropdown menu currently set to 'Fall 2019'.
- Subject:** A dropdown menu currently set to 'All'.
- Keyword, instructor, number:** A text input field with a search icon.
- Seats:** Three checkboxes labeled 'Open', 'Wait listed', and 'Closed', all of which are checked.
- General Education:** A dropdown menu.
- Breadth:** A dropdown menu.

A white text box with a red border is overlaid on the right side of the interface, containing the following instructions:

- 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.

To search by subject:

The screenshot shows the 'Course Search & Enroll' interface. The search results are filtered by 'Term: Fall 2019' and 'Subject: Art History'. The results list includes courses like ART HIST 105, ART HIST 201, ART HIST 210, ART HIST 241, ART HIST 242, ART HIST 264, ART HIST 300, and ART HIST 307. Annotations with yellow arrows point to specific UI elements: #1 points to the term dropdown, #2 points to the subject dropdown, #3 points to a vertical gray bar on the right side of the results list, and #4 points to one of the course entries.

Term	Subject	Course ID	Course Title	Credits
Fall 2019	Art History	ART HIST 105	Monstrous&Supernatural in Japa	3 cr
Fall 2019	Art History	ART HIST 201	History of Western Art I: From Pyramids to Cathedrals	4 cr
Fall 2019	Art History	ART HIST 210	A History of the World in 20 Buildings	3 cr
Fall 2019	Art History	ART HIST 241	Introduction to African Art and Architecture	3 cr
Fall 2019	Art History	ART HIST 242	Introduction to Afro-American Art	3 cr
Fall 2019	Art History	ART HIST 264	Dimensions of Material Culture	4 cr
Fall 2019	Art History	ART HIST 300	The Art and Archaeology of Ancient Greece	3-4 cr
Fall 2019	Art History	ART HIST 307		?

#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:

Course Search & Enroll

Search

Search for Courses 20 of 65 results

Reset search

Order by Relevance

Term: Fall 2019

Subject: Art History

Keyword, instructor, number

Seats: Open Wait listed Closed

General Education

Breadth

Level

Foreign Language

Honors

ART HIST 105: Monstrous&Supernatural in Japa (3 cr)

ART HIST 201 (4 cr)

ART HIST 210: A History of the World in 20 Buildings (3 cr)

ART HIST 241: Introduction to African Art and Architecture (3 cr)

ART HIST 242: Introduction to Afro-American Art (3 cr)

ART HIST 264: Dimensions of Material Culture (4 cr)

ART HIST 300: The Art and Archaeology of Ancient Greece (3-4 cr)

ART HIST 307 (3 cr)

Search for Courses 9 of 9 results

Reset search

Keyword, instructor, number: Greece

Term: Fall 2018

Subject: Art History

Order by: Relevance, Subject, Catalog Number

ART HIST 201: History of Western Art I: From Pyramids to Cathedrals (4 cr)

ART HIST 779 (3 cr)

#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:

The screenshot shows the 'Course Search & Enroll' interface. The main search area is titled 'Search for Courses' and shows '20 of 43 results'. The search criteria include Term (Fall 2019), Subject (All), Keyword (Greece), and Seats (Open, Wait listed, Closed). The search results list courses such as CLASSICS 300, GREEK 305, GREEK 103, GREEK 303, and GREEK 532. A secondary screenshot shows the search results for 'Greece' with '9 of 9 results', highlighting the sort dropdown menu with options: Relevance, Subject, and Catalog Number.

#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.

The screenshot displays the 'Course Search & Enroll' interface. The top navigation bar includes 'Search', 'My Courses', 'Scheduler', 'Degree Planner', and 'Degree Audit (DARS)'. The main content area is titled 'Search for Courses' and shows 20 of 65 results. The selected course, 'ART HIST 210: A History Of The World', is highlighted in the list. A callout box with the text 'Select "See Sections"' and a yellow arrow points to the 'See Sections' button, which is circled in red. Other buttons visible are 'ADD TO PLAN' and 'SAVE COURSE'. The course details on the right include a description, prerequisites, credits, level, breadth, and last taught date.

Course ID	Credits
ART HIST 105	3 cr
ART HIST 105	3 cr
ART HIST 201	4 cr
ART HIST 210	3 cr
ART HIST 241	3 cr
ART HIST 242	3 cr
ART HIST 264	4 cr
ART HIST 300	3-4 cr

A list of sections for the course will appear and list *day/time*, *location*, and *instructor* details.

Art History 201: Sections

All sections

8 of 8 options

Open seats X Wait listed seats X Closed seats X

Sections	Day/Time	Location	Instructor	Cr	Seats	Info
LEC 001	MWF 9:55AM - 10:45AM	L140 Conrad A. Elvehjem Building	Thomas Dale			
DIS 301	T 9:55AM - 10:45AM	L166 Conrad A. Elvehjem Building		4 cr	✓	
DIS 302	T 11:00AM - 11:50AM	120 Conrad A. Elvehjem Building		4 cr	✓	
DIS 303	T 12:05PM - 12:55PM	120 Conrad A. Elvehjem Building		4 cr	✓	
DIS 304	W 11:00AM - 11:50AM	L166 Conrad A. Elvehjem Building		4 cr	✓	
DIS 305	W 11:00AM - 11:50AM	120 Conrad A. Elvehjem Building		4 cr	✓	
DIS 306	W 12:05PM - 12:55PM	L166 Conrad A. Elvehjem Building		4 cr	✓	
DIS 307	W 1:20PM - 2:10PM	L166 Conrad A. Elvehjem Building		4 cr	✓	
DIS 309	F 11:00AM - 11:50AM	L160 Conrad A. Elvehjem Building		4 cr	✓	

Finding instructor provided content:

Art History 300: Sections

All sections

1 of 1 options

Select LEC 001 to see drop down with more information

Sections	Day/Time	Location	Instructor	Cr	Seats
LEC 001	TR 9:30AM - 10:45AM	L140 Conrad A. Elvehjem Building	Nick Cahill	3 cr	✓

Class Availability: Open seats
Available seats: 16
Currently enrolled: 54
Class capacity: 70
Waitlist capacity: 10

Instructor provided content ☰
[Session Dates & Deadlines](#) ☰

Requisites
None

Exam
Dec 17, 2019 from 2:45PM - 4:45PM

Class Numbers
LEC - 50718

If LEC (lecture) only course, select the LEC section for more info. (Not all courses will have instructor provided content.)

Art History 201: Sections

All sections

8 of 8 options

Open seats ✕ Wait listed seats ✕ Closed seats ✕

Select DIS to see drop down with more information

Sections	Day/Time	Location	Instructor	Cr	Seats
LEC 001	MWF 9:55AM - 10:45AM	L140 Conrad A. Elvehjem Building	Thomas Dale	4 cr	✓
DIS 301	T 9:55AM - 10:45AM	L166 Conrad A. Elvehjem Building		4 cr	✓

Class Availability: Open seats
Available seats: 17
Currently enrolled: 7
Class capacity: 24
Waitlist capacity: 4

Instructor provided content ☰
[Session Dates & Deadlines](#) ☰

Textbooks ☰

Requisites
None

Exam
Dec 14, 2019 from 10:05AM - 12:05PM

Class Numbers
LEC - 65829
DIS - 65811

If both LEC (lecture) and DIS (discussion) are listed, select DIS to see instructor provided content link or class number.

Once you find a course to audit . . .

- Write down the course information (i.e. subject, category number, course name, date, and 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, as well as a condensed 'courses for your consideration' list, can be found on our webpage <https://acsss.wisc.edu/senior-guest-auditors/> under "Search for classes" or a paper copy can be viewed in our office at 21 N. Park St., 7th Floor, room 7101.
- If a course is listed as closed or is wait-listed, it does not automatically mean it cannot be audited.





We hope you found these instructions helpful in your search for courses!

For more information about how to search for courses, follow this link:

<https://kb.wisc.edu/registrar/15259>