

Steps to Becoming a Senior Guest Auditor

STEP 1: Review Senior Guest auditor program details at www.dcs.wisc.edu/info/audit60.htm to see if you are qualified and the program suits your educational goals. Then take these steps to become a Senior Guest auditor.

STEP 2: Get ADMITTED to UW-Madison by the Adult and Student Services Center (ASSC).

- At least 3 weeks before a term: Complete an online application at www.dcs.wisc.edu/info/applySenior.htm or obtain a paper application from ASSC.
- Key questions on the application determine if you are a Wisconsin resident. The Registrar's Office will contact you if they have questions.
- Receive an e-mail from ASSC once your application is entered in the computer system.
- Receive an Admission letter in the mail from ASSC when admitted. The letter also includes a green Permission to Enroll form used in **Step 5**.
- Note that both the e-mail and the admission letter list your 10-digit UW Student ID number.
- Receive an e-mail Invitation to Enroll, with details from the Office of the Registrar.

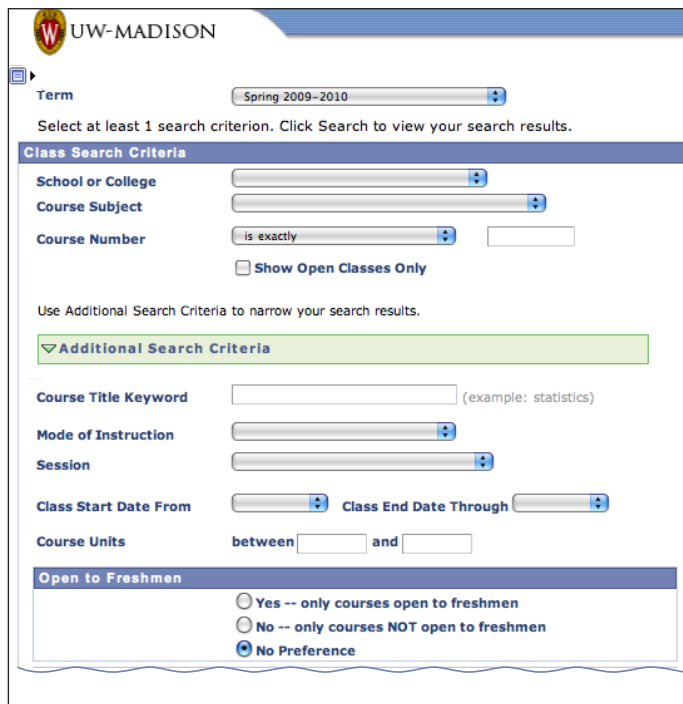
STEP 3: With your Admission letter at hand, activate your online MyUW account. This is the portal to your Student Center—which will include your student record and enrollment process.

- Go to MyUW at <http://my.wisc.edu> to activate your UW e-mail (WiscMail) and NetID and access the Internet Student Center. Click on Activate NetID. Enter your 10-digit UW Student ID number and birthdate.
- The computer will give you a Net ID based on your name (e.g. "jsmith49"). Make note of this NetID in the space provided below as it is your key to the student portal.
- Create a password and also make note of it. Your NetID and password will be needed frequently. Keep them handy but private.

- Within the MyUW portal, find your WiscMail account and Student Center. Using the Student Center, you will enroll, check your schedule and grades, and view student information. Check your WiscMail frequently for official communication from instructors and UW-Madison.
- For help with your NetID or password, call the DoIT HELP Desk, 608-264-4357, or stop by ASSC.

STEP 4: Identify courses that you would like to audit as soon as the schedule is available.

- Start with the online tools provided by the Office of the Registrar—the Schedule of Classes and Course Guide: http://registrar.wisc.edu/schedule_of_classes.htm. ASSC also has a print copy of the Schedule of Classes.
- Search at Course Subject and select the department of interest with the pulldown menu. Click Search at the bottom to view the full list of courses in a department using Schedule of Classes; then click on the View Sections link for class details.



UW-MADISON

Term: Spring 2009-2010

Select at least 1 search criterion. Click Search to view your search results.

Class Search Criteria

School or College: [Dropdown]

Course Subject: [Dropdown]

Course Number: is exactly [Text Box]

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Course Title Keyword: [Text Box] (example: statistics)

Mode of Instruction: [Dropdown]

Session: [Dropdown]

Class Start Date From: [Text Box] Class End Date Through: [Text Box]

Course Units: between [Text Box] and [Text Box]

Open to Freshmen

Yes -- only courses open to freshmen

No -- only courses NOT open to freshmen

No Preference



WISCONSIN UNIVERSITY OF WISCONSIN-MADISON

MY UW SEARCH PEOPLE

Activate my NetID Modify my NetID

NetID Login

Prior to using My UW, you must login with your NetID.

LOGIN

NetID: [Text Box]

What is my NetID? (ie. bbadger)

Password: [Text Box]

Forgot your password?

Login

MY UW MADISON

View My UW Demo

01/29 UPDATE to My WebSpace upgrade issues

01/15 1098-T tax email to UW students legit

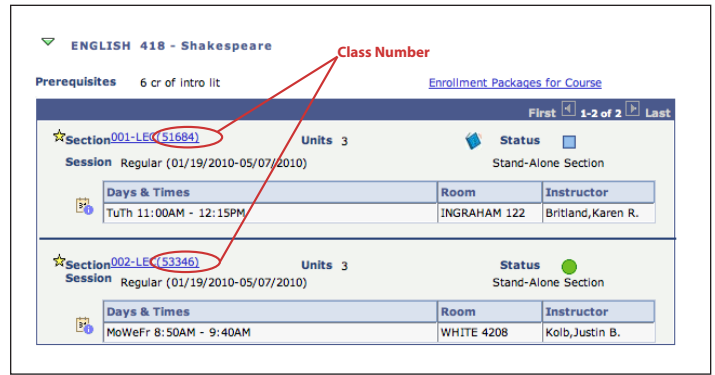
More MyUW news

About My UW-Madison

- Once you have identified the class or classes you are interested in, note the exact 5-digit class number, meeting time, location, and instructor.
- The course instructor must grant permission before you can enroll in a course as a Senior Guest auditor. You may contact an instructor in advance to confirm that permission is possible. See **Step 5**.

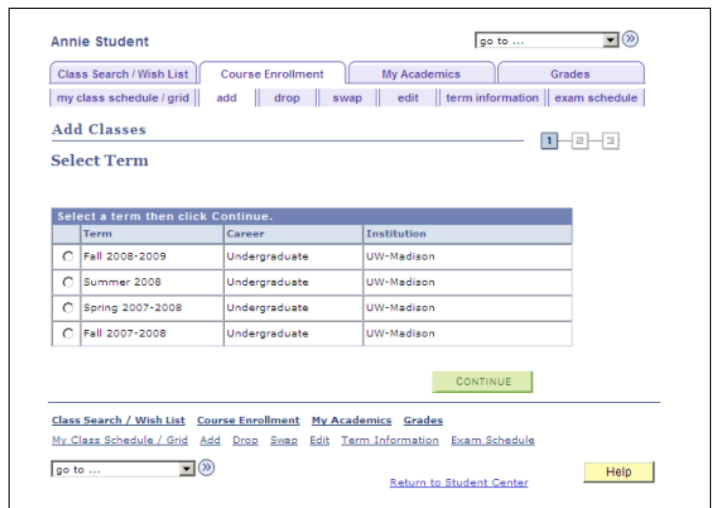
—continued on other side

Instructor contact information is available via the UW-Madison home page: www.wisc.edu.
Click on Academics-Departments or the People link.



STEP 7: ENROLL in the class(es) after permission is entered by the department.

- ❑ View an online enrollment demo and details at <http://registrar.wisc.edu/> and refer to instructions in your Admission letter.



STEP 5: Attend your chosen class and request instructor's permission to enroll as an auditor.

- ❑ Complete a Permission to Enroll form for each class you wish to take. The form is included with your Admission letter or online at www.dcs.wisc.edu/register/audit_form.pdf (You may also use a 3x5 card indicating "Request to Audit" along with your full name, 10-digit UW ID number, department course number, and five-digit class number.)
- ❑ At the first class, request permission to Guest-audit the course, have the instructor sign the Permission to Enroll form, and review class expectations for an auditor.

STEP 6: Have the Permission to Enroll entered in the computerized enrollment system by the department.

- ❑ Take your signed form/card(s) to the office of the academic department offering the course. Example, if you are taking History 101, go to the history department office. See www.wisc.edu/academics/departments.php for office locations, ask the professor, or call ASSC.
- ❑ The department enters the permission for you to enroll in the class section for which you were approved.
- ❑ At the department office, confirm when the permission will expire and verify the 5-digit class number you will use in Step 7. Note that a course will have a different 5-digit class number for each lecture section.

Example: English 418, Shakespeare. It offers two lecture sections with different meeting times, instructors, and distinct 5-digit class numbers for enrollment. Class permissions are entered for a specific section using the 5-digit class number and the student's 10-digit UW ID number.

Note: The course number, English 418, is constant, but the 5-digit class number used for enrollment changes every term.

- ❑ Click Course Enrollment, Add Class tab, Select Term, enter the class 5-digit number, and follow prompts until you reach "Success: Enrolled."
- ❑ If you receive a message that Class Permission is required, contact the department office to remind staff to enter it or determine if there is an error.
- ❑ View your Class Schedule/Grid in your Student Center main page to verify you are properly enrolled.
- ❑ Avoid a \$25 late enrollment fee by enrolling in at least one course before the enrollment deadline (usually the end of week 2 of classes: see <http://registrar.wisc.edu/>)

STEP 8: Pick up your Wiscard (UW student ID) to access many facilities and services.

- ❑ Once enrolled, obtain your Wiscard at Memorial Union. You will need to show an official photo ID. Confirm hours and location at <http://www.wiscard.wisc.edu/contact.html> or call 608-262-3258.

NEED HELP? Contact Adult and Student Services Center
Hours: Mon–Fri 7:45 am–4:30 pm, Tues until 7 pm.
Location: Suite 7101, 21 N. Park St, Madison, WI
phone 608-263-6960 • fax 608-265-2901
e-mail assc@dcs.wisc.edu • Web www.dcs.wisc.edu/info