

UW-MADISON GUEST STUDENT/SENIOR GUEST AUDITOR PERMISSION TO ENROLL FORM

Your guest student classification (UGSR or UGST) allows you to audit courses on campus, not take courses for credit. Auditing courses is a *listen only* privilege, and not all courses can be audited. You must obtain authorization from the instructor to audit a course. Please follow the steps below to obtain this authorization.

Step 1: Obtain instructor permission for the course you wish to audit.

Department Name (Example: Econ)	3-Digit Course Number (Example: 101)	Section Number (Example: 001)	5-digit (My UW) course enrollment number "class number"/ "call no."

Instructor's signature of approval _____

Step 2: Take this card to department office to have "Student Specific Course Permission" entered on UW computer system.

Your Name:
Phone or E-mail:
Your 10-Digit UW ID number, on admission letter or Photo ID:

Step 3: During Web enrollment, use the 5-digit course enrollment number above at My UW, <http://my.wisc.edu>
Fall and spring enrollment periods are the first day of classes through the end of the second week.
Summer enrollment begins in late May and the last day to enroll varies by length of course session.



NOTES:

- With instructor's permission, Steps 1 and 2 (on the reverse side) may be completed before your earliest enrollment period.
- Departments may have their own forms, or you may be able to use an e-mail from the instructor to complete the permission steps.
- Ask the department if the computer Permission (Step 2) will expire before your earliest enrollment time.
- Make note of your 5-digit course enrollment number.
- Complete your enrollment (Step 3) online or you may be assessed a \$25 late enrollment fee.

QUESTIONS?

Stop by, call or e-mail the Adult and Student Services Center, 1305 Linden Drive, 3rd floor, 608-263-6960, assc@dcs.wisc.edu
 Monday-Friday 7:45 am-4:30 pm; Tuesday 7:45 am-7 pm or visit the following Websites:

- www.dcs.wisc.edu/services
- www.dcs.wisc.edu/students/guests.htm
- www.dcs.wisc.edu/students/FAQ_univspec.htm#nondegree