

UW-Madison Guest Auditor/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) Class Number

Instructor's signature of approval _____

STEP 2: Take this card to the department office to have "Student Specific Course Permission" entered into the system. You do not need to bring the form back to ACSSS.

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

STEP 3: Complete your enrollment online or you may be assessed a \$25 late enrollment fee. View enrollment steps at:

Guest auditors: www.continuingstudies.wisc.edu/advising/enroll-guest.htm

Notes:

- With instructor's permission, Steps 1 and 2 on this form may be completed before your earliest enrollment period. Departments may have their own forms, or you may be able to use an email from the instructor to complete the permission steps.
- Ask the department for the expiration date for Permission (Step 2) and enroll before that date.
- Make note of your 5-digit class number.
- Fall and spring enrollment periods are the first day of classes through the end of the second week. Summer enrollment begins in late May; the last day to enroll varies by length of course session.

Questions?

Visit or contact Adult Career and Special Student Services, 21 N. Park St, Suite 7101, 608-263-6960, advising@dcs.wisc.edu
Monday-Friday 7:45 am–4:30 pm; Tuesday 7:45 am–7 pm or visit www.continuingstudies.wisc.edu/advising



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