Searching for and Understanding Classes at UW-Madison

This is a guide to adding a class in the student enrollment process at UW-Madison.

1. In the student center, click on “search for classes.”

- A page will be brought up with many options for entering search criteria in order to narrow down and/or specify the search results.
2. Make sure the correct term is being searched for.

![Term Selection](image)

3. Under the “Class Search” section there are options to search for a School or College, Course Subject, or Course Number. By selecting Course Subject, you can scroll down through the list of approximately 200 course subjects here at the university. The “show open classes only” checkbox can be a useful filter for searching as well.

![Class Search](image)

4. Click the “search” button at the bottom of the page to bring up the results based on the specified search terms and filters.

![Search Button](image)

**EXAMPLE:** Geoscience was selected from the Course Subject menu and the search results display all the classes that are offered in the Geoscience department. The 34 results display the course numbers in numerical order.

- In this example, the geoscience course numbers range from 100 all the way to 999.
  - Undergraduates usually take courses in the 100 to 699 range.
  - Graduates usually take courses in the 300 to 999 range.

**IMPORTANT:** Ensure you have completed any prerequisite requirements before enrolling in any course.
**IMPORTANT:** When viewing the course information, pay attention to the course prerequisite(s); a prerequisite is the course content you should have learned before you think about taking the class. Although you may have completed a prerequisite requirement here at UW-Madison, it is likely that you have completed an equivalent course elsewhere. Departments may require you to prove, through a conversation or transcript, that you have taken the prerequisite needed for the class. It is important to ensure you have completed any prerequisite requirements before enrolling in any course.

**Classes may have up to 3 components** which you must be able to attend. This is called the “enrollment package.” The 3 parts that make up the enrollment package are the lecture (LEC), the discussion (DIS), and the laboratory section (LAB). Typically the professor will conduct the lecture and the teaching assistant, or TA, will conduct the discussion.

5. Clicking on “enrollment packages” will bring up a grid that displays the enrollment packages for the selected course.

- Here in our example, the GEOSCI 100 enrollment packages are being displayed. In the enrollment package view, important information is displayed about the selected course. **You can view their lectures, discussion time, and days that they take place as a group or package.** If an end time is not displayed, you can assume the class period will last 50 minutes (i.e. Lecture 1 is from 11:00-11:50am TuTh).

- Abbreviations for days of the week are as follows: **M (Monday), Tu (Tuesday), W (Wednesday), Th (Thursday), F (Friday), S (Saturday), and N (Sunday).**
This is the option to see open seats and the status of the class;

- A red square indicates no seats are available and the class is full
- A green circle indicates seats are available and the class is open to enrollment. Open sections have to be available in both the lecture and its associated discussion in order to be able to enroll in the class.

6. To view the Class Search Results, click “Return”.

7. Click on “view sections” to bring up a page that displays essentially the same information as the enrollment packages view, except in a different layout.

In our example, we are interested in lecture 2 of Geosci 100.

NOTE: In this view, this is the first time “units” are displayed. Units, or credits, indicate how much time you will spend in a class and it may also indicate how much you will pay for the class.
8. **By clicking on the lecture’s name,** additional information about the lecture will be displayed. You can see:
   - when/where the lecture takes place
   - instructor name
   - meeting dates of the class.
   - subject notes
   - class availability with exact seat capacity
   - enrollment numbers
   - class description
   - exam date and time
   - textbook materials are also displayed.

**IMPORTANT:**
Final Exam Date and time of each class are set and ensure exam times do not overlap when scheduling classes.

9. Clicking on **“view search results”** at the bottom of the page takes you back to the view sections page that we visited prior to seeing the additional lecture information.

10. In our example, remember that we were interested in Lecture 2. By clicking on **“select class”** for lecture 2, it will bring up a page listing the associated discussion sections for the lecture.

**NOTE:** Not all professors provide their textbook information here.
This is where we can add a class to our shopping cart to later enroll when your enrollment date is available.

Here we can view:

- time and days of each discussion
- which room they are in
- their instructors (likely TAs)
- class status (open or closed).

We are interested in discussion 317 in our section, so by clicking the empty circle to the left, we effectively select this as our discussion.

Click on “next” to bring up a new page that confirms what we are adding to our shopping cart.

Click on “next” again to display more information about the class.

Here is the information for BOTH the desired lecture and discussion added to the shopping cart.

11. Click “next” will bring a new page that displays a message at the top notifying the user that the desired class has been placed into the shopping cart.
REMINDER: Placing a class in your shopping cart does NOT enroll you into the class.

12. To view your shopping cart, click on the “Course Enrollment” tab at the top of the page.

13. The Course Enrollment displays all of the terms you have enrolled in at the university.
   a. Click on the desired term of enrollment
   b. Click “continue.” This will show the shopping cart showing all selected classes.
In this example, we have only selected one class so far; by selecting “search for classes” to the left of the page you can repeat this process and add additional classes.