Preparing to Enroll: Wish List and Course Validation Tools

This is a guide on how to prepare for your class enrollment before your enrollment date at UW-Madison using the Wish List and Course Validation tools.

1. In the student center, **view your earliest Enrollment Time**. Add classes at your earliest enrollment time as space in classes fill quickly. You will not be able to enroll in a class until this date/time passes. You can add and drop classes through the add/drop classes periods for the term. See deadlines at a glance for the exact term date at [http://registrar.wisc.edu](http://registrar.wisc.edu).

2. Click on “enrollment wish list.”

3. **Select the term** and click **Continue**.
4. **Wish List/Shopping Cart:** Your Wish List/Shopping cart should look like below after adding tentative classes for the term. For our example, we have added 3 classes.
   a. **Chem 103** is a bundle (enrollment package) with a Lecture, Discussion, and Lab. Each different component meets in a different location/room, on a different day/time, and is taught by different instructors.
   b. **Geog 340** is an online course with the day/time set to TBA (to be announced). There will not be a classroom or meeting time for this class and will not appear on your planning grid.
   c. **GeoSci 100** is another bundle (enrollment package) with a lecture and discussion.

5. Click “**Select All.**”

6. Click “**Planning Grid.**”

7. **Planning Grid:** Below is an example of a planning grid which is a weekly calendar of your tentative classes for the term.

   **Chem 103 Discussion** and **GeoSci 100** Lecture have a time conflict. When enrolling, you will only be able to add one of these courses. You will need to go back through the adding a class process and choose another time that will fit your class schedule. Ensure your class time AND exam times do not overlap.

   **Geog 340** is an online course and will not appear on this planning grid.
8. **Class Locations:** When creating a schedule of classes, you should pay attention to their locations. UW-Madison is a large campus spanning 1.5 miles or 2.4 kilometers east to west. You will need to walk, bike, or bus to each class. Make sure there will be enough time in between to make it to your classes on time.
   a. Most campus classes are scheduled in blocks with 20 minutes between classes.

9. After viewing your planning grid, return to your wish list by clicking on **“Enrollment: Add Classes”** at the top of the page.

10. Select the term again. (ex: “Spring 2013-2014) and click “Continue.”

11. Click **“Select All”** and then click **“Validate.”**
   a. **NOTE:** All students should validate their classes BEFORE their earliest enrollment date to verify you are eligible to take the course.
   b. **NOTE:** If you are already passed your earliest enrollment time, you can skip this step.
12. You can view the status report for enrollment confirmations and errors.
   a. Only **GeoSci 100** is “OK to Add” as indicated by the green checkmark (✔). Once my enrollment time is available, I will be able to add this course as long as there are open seats left.
   b. **Chem 103** has a time conflict.
   c. **Geog 340** prerequisites are NOT met or the class requires special permission from the department or instructors.
      i. If you have taken a class you’ve taken elsewhere that may meet the prerequisite, you will need to contact the department or instructor to have them add a computer permission for the EXACT class section you’ll be trying to enroll in.

![Status Report](image)

13. **Getting Permission:** The department or instructor will need to input your 10 digit ID and Name into the computer system to allow access to the course. Once the computer system knows you are allowed to take the course in question, you will see the green checkmark next to that course.
   a. **You should work on getting these permissions BEFORE your earliest enrollment time.**

14. The next video explains how you will contact departments and instructors to obtain these required permissions.