



Enrollment Information for Non-degree/Guest Students

Enrolling in Classes with Prerequisites:

- **If you have NOT completed the prerequisite** for the course you wish to enroll in, email the listed department from your assigned UWM email address to explain you are a non-degree seeking student and ask if you may enroll. Department contacts can be found at the bottom of this message.
- **If you encounter an error while registering for a course with a listed prerequisite or would like to confirm your enrollment eligibility (to avoid being dropped)**, please email the listed contact for that department from your assigned UWM email address. Department contacts can be found at the bottom of this message.
- **If you have completed the prerequisite** for the course you wish to enroll in at another institution, (1) use the template below to email the listed department from your assigned UWM email address and (2) provide an *unofficial* copy of your transcript or other documentation of your past completed course work. (Do not submit official transcripts to UWM.)

Sample Completed Prerequisite Permission Email

Dear <INSERT DEPARTMENT NAME>:

I am a non-degree seeking student needing your permission to register for <INSERT CLASS NAME, NUMBER, AND SECTION NUMBER> for the <INSERT SEMESTER/TERM>.

I have taken the pre-requisite at another institution, but because I am a non-degree seeking student at this time, it does not show up on my UWM record, and I need special permission from you.

I have attached a copy of my transcript/proof of past coursework from <INSERT OTHER COLLEGE NAME> showing that I have met the pre-requisite. Can you please grant me permission to register for <INSERT CLASS NAME, NUMBER, AND SECTION NUMBER>?

Thank you.

<INSERT STUDENT NAME>