



### **IMPORTANT COURSE ENROLLMENT INFORMATION FOR OUR AUDITORS**

Auditors must submit all course enrollment materials via their UWM email account. We will no longer be accepting paper enrollment forms. You must use the enrollment email template below. Applications and course enrollments are not processed same-day. These materials require 3-5 days to be processed.

Auditors will be enrolled in courses on the first day of the semester, Tuesday, September 6th, or shortly thereafter. You will not see your enrollment in your UWM accounts prior to that date.

The add/drop deadline for Fall 2022 is Monday, September 19<sup>th</sup>. Enrollment requests will not be accepted after this date.

#### **To request enrollment in a course:**

1. Copy the enrollment email template (listed below) into an email to send to the class instructor for the course in which you are trying to enroll.
  - a. If you wish to enroll in more than one course, you must send a separate enrollment email for each course.
2. You must use your UWM email address when emailing the enrollment information form to your instructor for approval.
  - a. All questions about accessing or using UWM email should be directed to UWM's Help Desk at 414-229-4040 or [helpdesk@uwm.edu](mailto:helpdesk@uwm.edu).
3. You must CC the Registrar's Office ([regoff@uwm.edu](mailto:regoff@uwm.edu)) in your email.
4. Request that the instructor "reply all" to your request.
5. Once the instructor has replied all with their approved, the Registrar's Office will enroll you in the course on or shortly after the first day of classes.
6. You **MUST** include all of the information in the template below. If the information is incorrect, or not filled out, you will not be added to the course.

**Enrollment Email Template** (put this into body of your email to instructor)

Dear XXXXX,

I am a 60+ auditor who is requesting permission to enroll in one of your courses. Can you please review the information below and 'reply all' to this email to indicate your permission for me to enroll in your course?

**Student information:**

Student Name (First and Last): Mx. Panther  
Campus ID: 99x-xx-xxxx  
Student preferred email: panther@uwm.edu  
Student phone number: 414-229-2222

**Course Information:**

Year and Term:  
Subject Name:  
3 digit course number:  
3 digit lecture number:  
5 digit class number:

Student Electronic Signature