



## IMPORTANT COURSE ENROLLMENT INFORMATION FOR OUR AUDITORS

Courses for the upcoming term can be found at [uwm.edu/schedule](https://uwm.edu/schedule)

A directory of staff contact information can be found at [uwm.edu/directory](https://uwm.edu/directory)

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 cannot enroll themselves in courses. You must request permission to enroll from the course instructor. You can begin requesting enrollment permission 2-3 days after you are admitted once you have activated your UWM email account.

Students in the 60+/disabled auditor program are only allowed to enroll in lectures. You cannot enroll in labs or discussions. Permission to enroll is at the discretion of the instructor and academic department.

After permission is granted, you will be enrolled by UW Milwaukee staff. We will begin enrolling auditors on the first day of the semester, Tuesday, September 3rd, or shortly thereafter. After a staff member enrolls you, you will receive a confirmation email. You will not see your enrollment in your UWM accounts prior to receiving that enrollment confirmation email. It takes an additional 2 business days after enrollment for students to get access to Canvas (an online system where some professors upload course materials). The add/drop deadline for the Fall 2024 semester is Monday, September 9th. Please submit all enrollment requests prior to that date. 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 from your UWM email account 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.
  - b. You **must** include all of the information in the template below. If the information is incorrect, or omitted, you will not be added to the course.
2. You must use your UWM email address when emailing the enrollment information form to your instructor for approval. Requests from non-UWM email accounts will not be accepted.
  - 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).
  - b. Please note that you cannot access your UWM email account until 2-3 business days after you are admitted. You cannot request enrollment permission until you activate your UWM email account.

3. You **must** CC the Registrar's Office (regoff@uwm.edu) in your email. Request that the instructor "reply all" to your request.
4. Request that the instructor "reply all" to your request.
5. Once the instructor has replied all with their approval, the Registrar's Office will enroll you in the course on or shortly after the first day of classes. You will receive a confirmation email once you are enrolled.

**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 phone number: 414-229-2222

**Course information:**

Year and Term:

Subject Name:

3 digit course number:

3 digit lecture number:

5 digit class number:

Sincerely,

Your Name