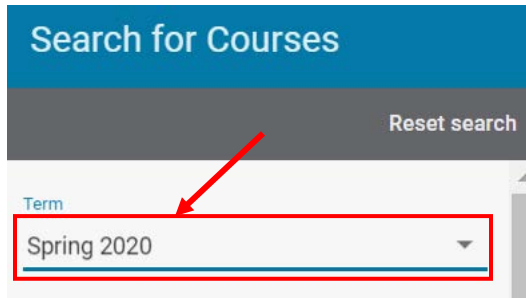


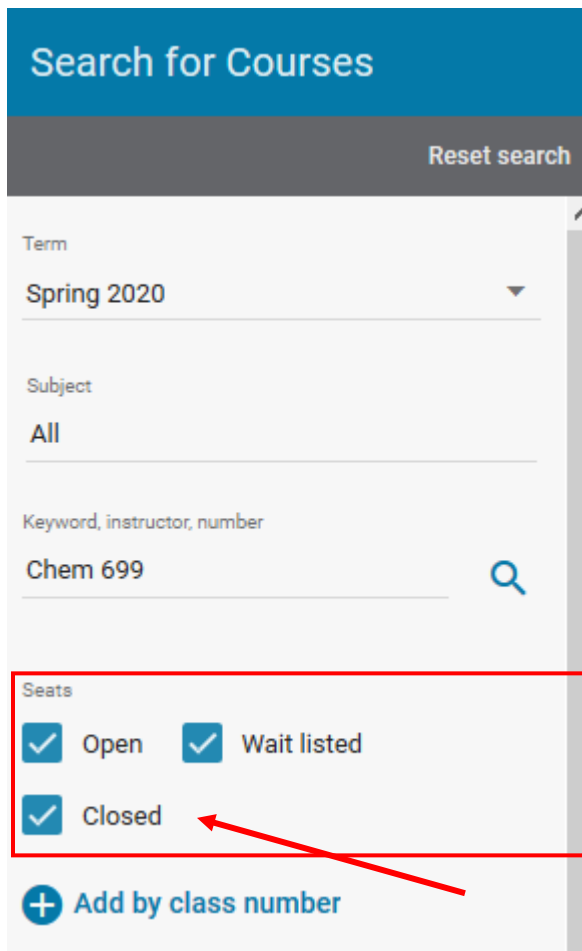
Course Search and Enroll Instructions

To enroll using the course number:

1. Log on to **my.wisc.edu** and sign in using your Net ID and password
2. Find the app called “**Couse Search and Enroll**”
3. Click on “**Search for Courses**”
4. Select the **correct term** from the drop-down menu



5. Check the “**Closed**” box



6. Click on the 'Add by class number'

Search for Courses

Reset search

Term
Spring 2020

Subject
All

Keyword, instructor, number
Chem 699

Seats
 Open Wait listed
 Closed

+ Add by class number

7. In the pop-up window, enter the **5-digit course number** and click on "Check credits"

Enter a class number.

Class number
Class number 0 / 5

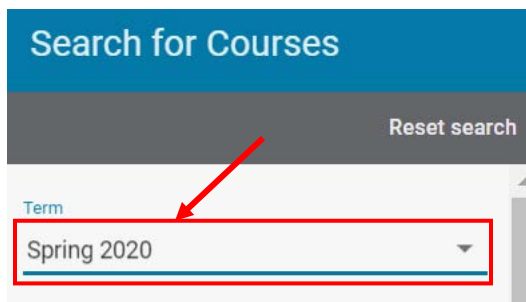
Note: Please enter an enrollment class number and check credits for a variable credit course then add to cart.

Check credits Cancel Add to cart

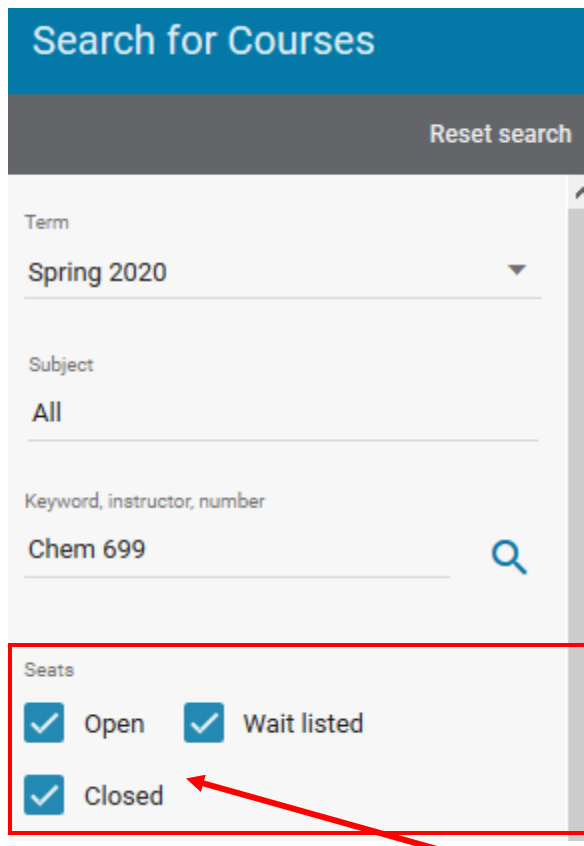
8. Select the **number of credits** and click on the ‘**Add to cart**’ button.
9. Then click “**Go to cart**” which will appear at the bottom of the page. If this button disappears, you may also click on ‘**My Courses**’ on the top of the page to find your cart.
10. Once you are in your cart, **click the box** next to the research course you wish to enroll
11. Click the **ENROLL** button at the top
12. Double check your selection(s). If everything looks good, then click “**Enroll**” at the bottom of the pop-up window

To enroll by searching for the course:

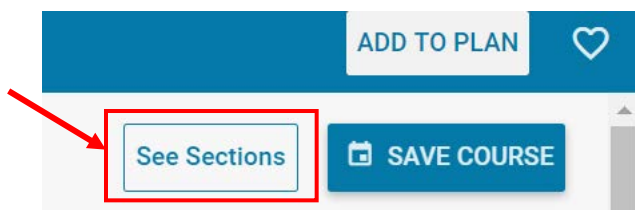
1. Log on to **my.wisc.edu** and sign in using your Net ID and password
2. Find the app called “**Couse Search and Enroll**”
3. Click on “**Search for Courses**”
4. Select the **correct term** from the drop-down menu



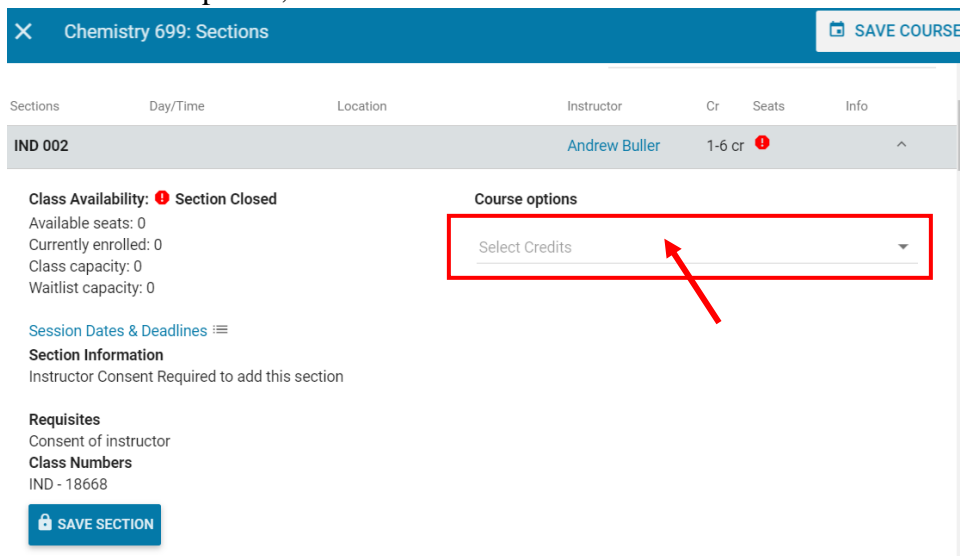
5. Make sure that the “**Closed**” box is checked



6. In the search bar labeled **Keyword, Instructor Number**, type “Chem ___” (299, 699, 681, 682, etc)
7. **Click on your desired course** to the right of the search column
8. Click on the “**See Sections**” button in the upper right hand corner and select your research lab



9. Under course options, click on “**Select Credits**”



10. Click the “**SAVE COURSE**” button in the upper right hand corner
11. Then click “**Go to cart**” button which will appear at the bottom of the page. If this button disappears, you may also click on ‘**My Courses**’ on the top of the page to find your cart.
12. Once you are in your cart, **click the box** next to the research course you wish to enroll
13. Click the **ENROLL** button at the top
14. Double check your selection. If everything looks good, then click “**Enroll**” at the bottom of the pop-up window.