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 “Course 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’

7. In the pop-up window, enter the **5-digit course number** and click on “Check credits”
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 “Course Search and Enroll”
3. Click on “**Search for Courses**”
4. Select the **correct term** from the drop-down menu

![Search for Courses](image)

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

![Search for Courses](image)
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

![See Sections button](image)

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

![Select Credits button](image)

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.