



How to Enroll in NURSING 470: School Nursing in the Context of Community Health Practice

Step 1: Apply to UW-Madison as a non-degree seeking student.

- Complete and submit the application:
- Within the application:
 - Select the term for which you want to enroll.
 - Select Student Type "Special Programs, Pre-Selected Populations, UNPS."
 - Select "other" under "Academic Plans" and state "NURSING 470" in the text box.
 - You will be directed to complete the UW-Madison Residency Application.

Having trouble with the application? Contact Adult Career & Special Student Services at: 608-263-6960.

Step 2: Registration authorization

- After you receive your 10-digit campus ID number, request registration authorization by contacting the School of Nursing at academic.affairs@nursing.wisc.edu.
- Be sure to include your name, campus ID number, and the academic term for which you wish to enroll.

Step 3: Activate your NetID

- Using your 10-digit Campus ID number (found in your application confirmation), activate your NetID and create a password. This gives you access to your [MyUW portal](#).
- Your NetID is your username which, along with the password you choose, allows you access to University services such as campus email and student records.
- If you are a former student of UW-Madison, but do not recall your NetID or password, you may contact the [DoIT Help Desk](#) (608-264-4357) for assistance.
- Log in to your MyUW portal using your NetID and password. Review the resources within the Student Center. You will find your earliest enrollment date, any enrollment holds on your account, your tuition bill, and grades along with many other resources.

Signe Skott Cooper Hall

701 Highland Avenue Madison, Wisconsin 53705
www.nursing.wisc.edu

Enrollment appointments are published by the Office of the Registrar in late March/early April for summer and fall enrollment, and early November for spring enrollment. View your earliest enrollment date and time within the Course Search and Enroll tile in MyUW. Note, it may take up to 24 hours after you've been admitted for your enrollment appointment to appear in your MyUW.

Step 4: Complete the Pre-Enrollment Checklist

- There are 7 tasks that must be done prior to enrollment each term. These tasks should only take about 5 minutes to complete.
- See instructions under #6 here: <https://acsss.wisc.edu/enrollment/#search-for-courses-and-enroll>

Having trouble with the checklist? Contact Adult Career & Special Student Services at: 608-263-6960.

Step 5: Enroll in NURSING 470

- Go to enroll.wisc.edu and sign in with your NetID and password.
- Find NURSING 470.
- Once on that course, select See Sections.
 - If AND-prepared RN, select section
 - If current BSN student or BSN-prepared RN, selection section
- Click ADD TO CART.
- At the bottom of the page, a confirmation that NURSING 470 was added to cart will appear.
- Once you have added NURSING 470, select "My Courses" from the top menu. You will see the course you have added to your cart.
- Select/check the box for NURSING 470. Then click ENROLL.
- The course will leave your cart and appear under "Enrolled". Ensure NURSING 470 is listed.
- Congrats, you're enrolled in your courses!

Questions about enrolling? Contact academic.affairs@nursing.wisc.edu.