Hello B.FIRST_NAME —

On (and after) **at EXP_APTT**, you will be able to start enrolling in UW–Madison’s **DESCR** courses. This is your own special appointment time, assigned based on your academic career, your level (graduate, senior, freshman, etc.) and other criteria.

You can also view your enrollment date and time in your Student Center (via **MyUW**). Look in the right-side column under “Enrollment Dates.”

Your enrollment appointment time is the start of the period when you can add, swap, or drop courses. The deadlines for these actions vary from term to term. Please take a look at the key deadline dates so you are familiar with the upcoming schedule, in case you need to make a change.

The Office of the Registrar can help with problems with the enrollment process. Your advisor can help you explore course options that fit your goals, interests, and academic plan. You can find your advisor’s name in Student Center.

**Before you enroll**

**Holds** — Confirm that you don’t have any holds (such as fines or fees) that have to be cleared. Look in the right-side column under the “Holds” section of the Student Center.

**To Do’s** — Complete the **Terms and Conditions** in the “To Do List” section also found in the right-side column of the Student Center.

**NetID** — A UW–Madison NetID is required for enrollment. If you have not activated your NetID, please go to [https://www.mynetid.wisc.edu/activate](https://www.mynetid.wisc.edu/activate). You’ll use your campus ID number, which is **CAMPUS_ID**.

If you need help with your NetID and password, please call the DoIT Help Desk at 264-4357.

For information about UW–Madison’s compliance with the Drug-Free Schools and Communities Act, including information about UW–Madison’s Drug and Alcohol Abuse Prevention Programming, please visit: [https://alcoholanddruginfo.students.wisc.edu/dfsac-act/](https://alcoholanddruginfo.students.wisc.edu/dfsac-act/)

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**OFFICE OF THE REGISTRAR**
10th floor, 333 East Campus Mall

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The Office of the Registrar supports the teaching and learning mission of the University of Wisconsin–Madison by providing essential enrollment, curricular, and student record services to the campus community.

part of the **Division of Enrollment Management**, along with **Office of Admissions and Recruitment** • **Office of Student Financial Aid**