MEDICAL COLLEGE OF WISCONSIN

knowledge changing life

Registering for Academic Enrichment Electives

Medical Students can register for the following Academic Enrichment Electives.

Subject	Course #	Title
ACEN	10001	Military Academic Enrichment
ACEN	10002	Healers Arts
ACEN	10003	Adoption and Foster Care: Considerations for Medical Practice
ACEN	10005	Medical Spanish Intermediate
ACEN	10006	Medical Spanish Advanced**
ACEN	10007	Fostering Cultural Humility through Service-Learning
ACEN	10008	Essentials of Biomedical Informatics

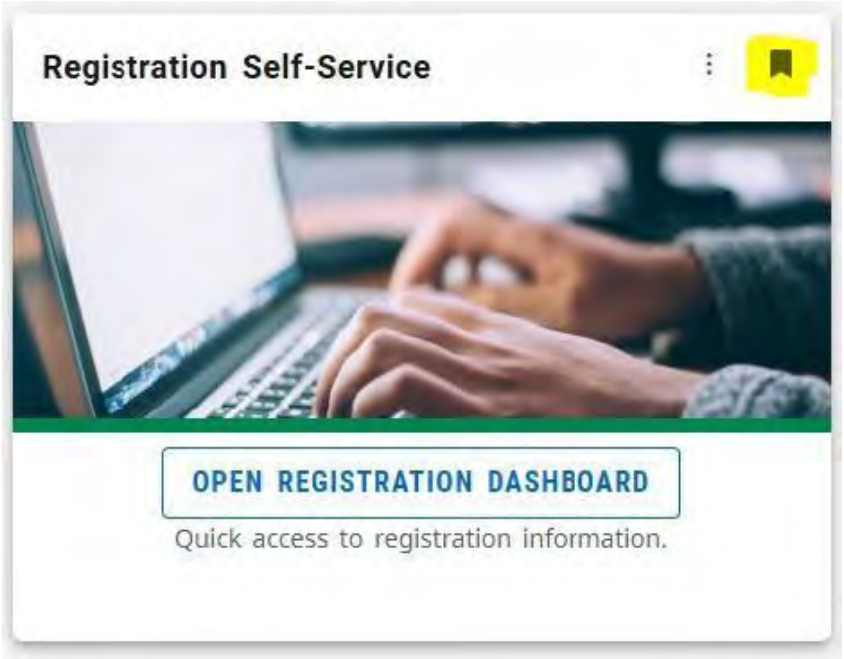
***Enrollment is based on skill level.**

Follow the instructions below to register for an Academic Enrichment elective in audit status.

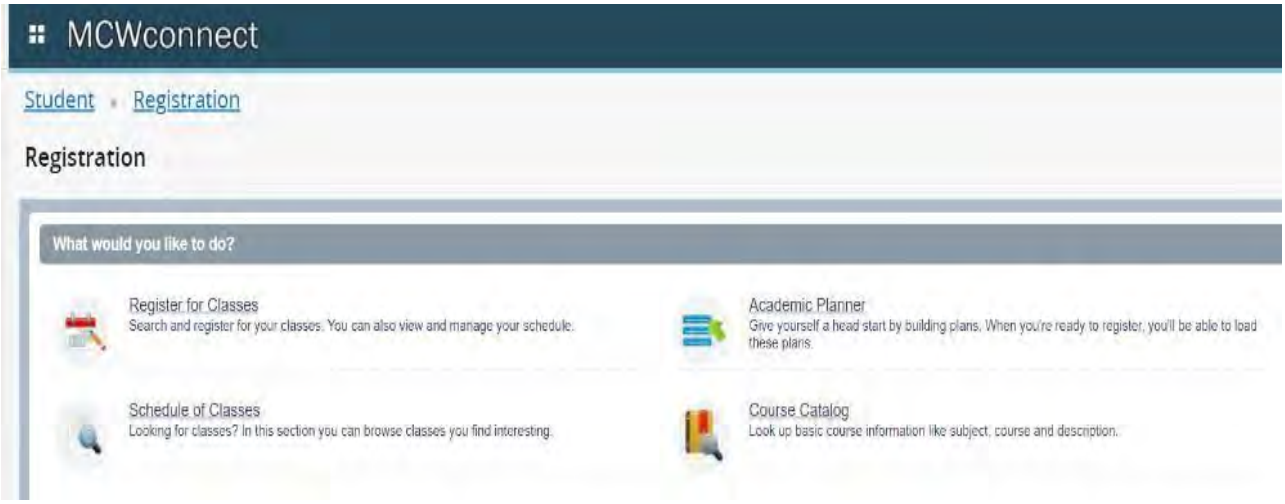
For questions about the registration process, or if you need assistance because it is past the add/drop deadline, contact the Office of the Registrar: acadreg@mcw.edu

Step 1: Log into MCWconnect: https://sis.mcw.edu using Chrome or Firefox, preferably not Internet Explorer. If you forgot your password, click “Forgot password?” and follow the instructions. Email mcwconnect_support@mcw.edu for assistance.

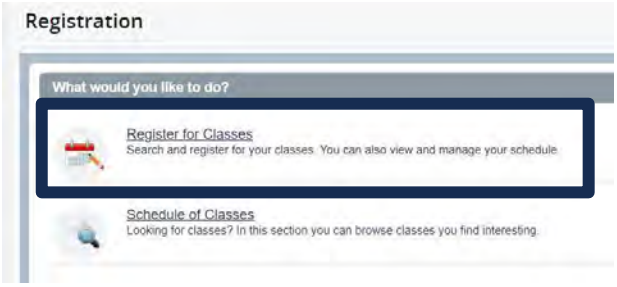
Step 2: Go to the "Registration Self-Service" card & select "Open Registration Dashboard"



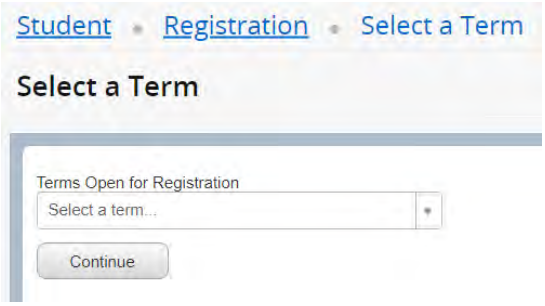
Step 3: You will see the following options:



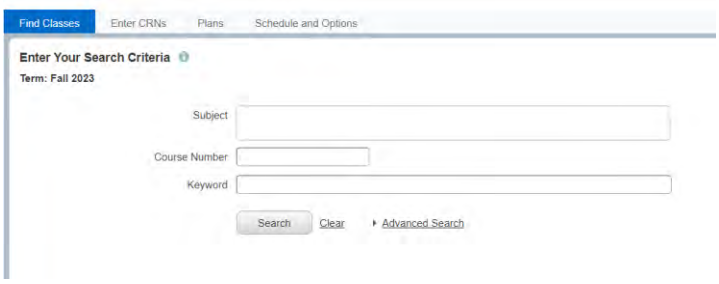
Step 4: Click on the "Register for Classes" option.



This page will appear:

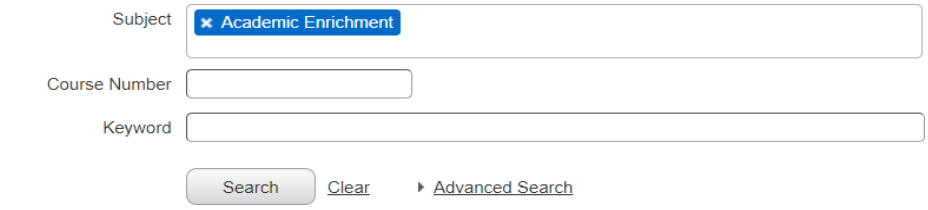


Step 5: Select the term in which you want to register for the elective and click "Continue."
This page will appear:

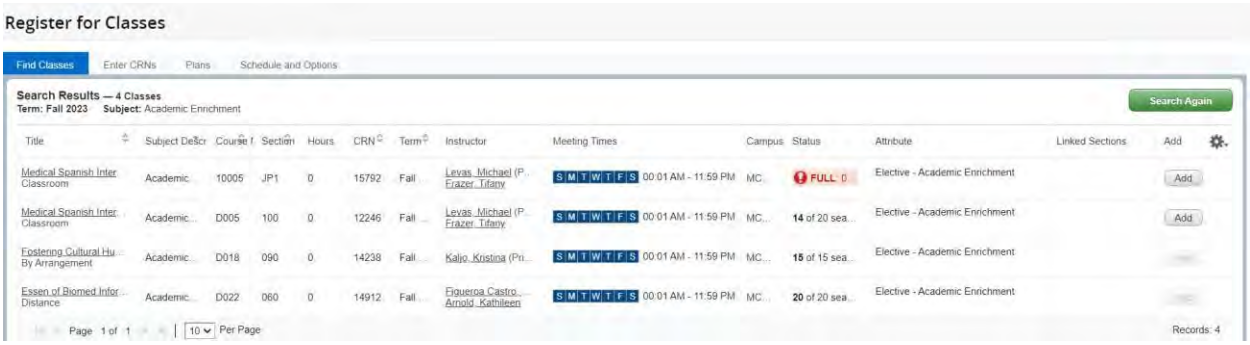


Step 6: In the "Subject" line, type Academic Enrichment.

If you want to review all the Academic Enrichment electives that are available in the term, click "Search". If you know the course number, you can enter the course number in the Course Number line before clicking Search.



The Search Results page will appear:

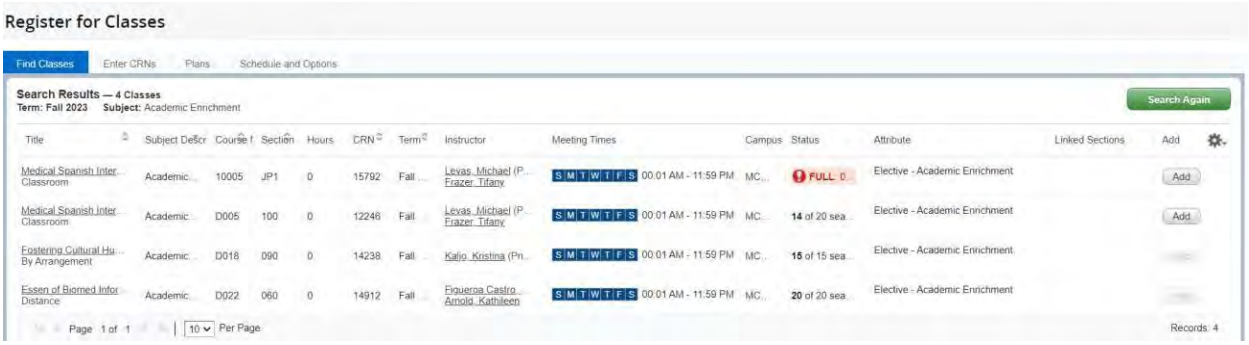


Review the details of the Academic Enrichment courses that you are interested in.

Step 7: To review more of the information, click on the title of the course and this window will appear.

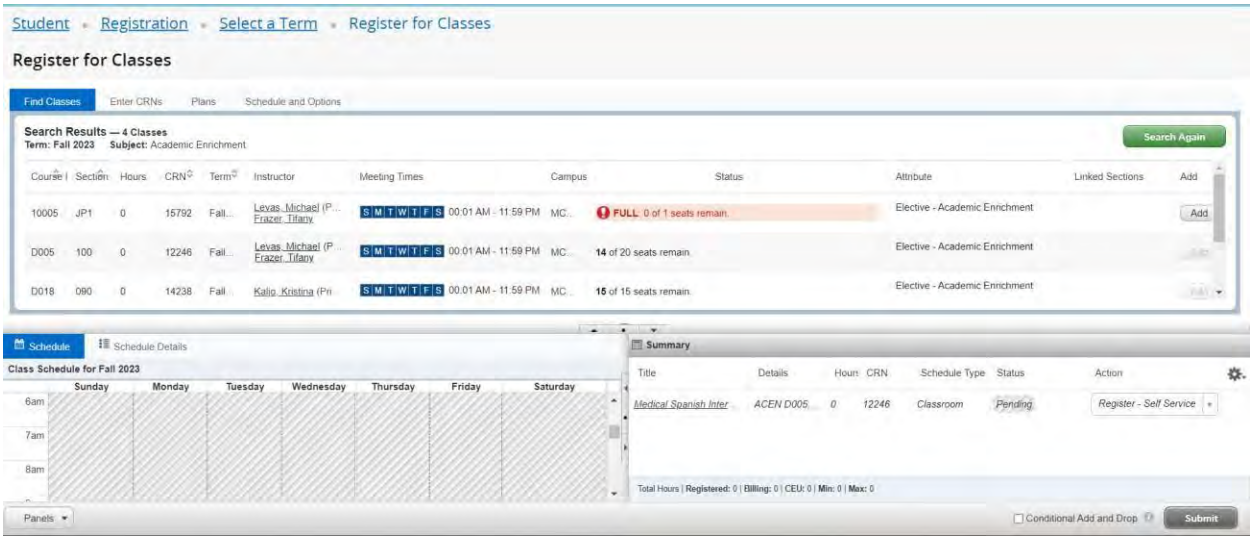
Review the "Instructor/Meeting Times" and "Course Description" to ensure you are still interested in registering for the elective. Contact the Course Director if you have specific questions about the course.

Step 8: When you are ready to register, click on “Close” as seen above and this page will appear:

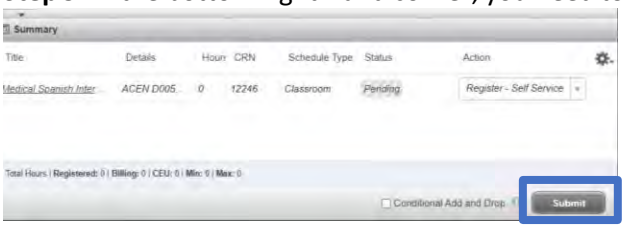


Before registering, ensure there are available spots. Review the “Status” column; if the course says FULL 0, you are unable to register for that course. If the course has spots available, it will appear similar to this example:

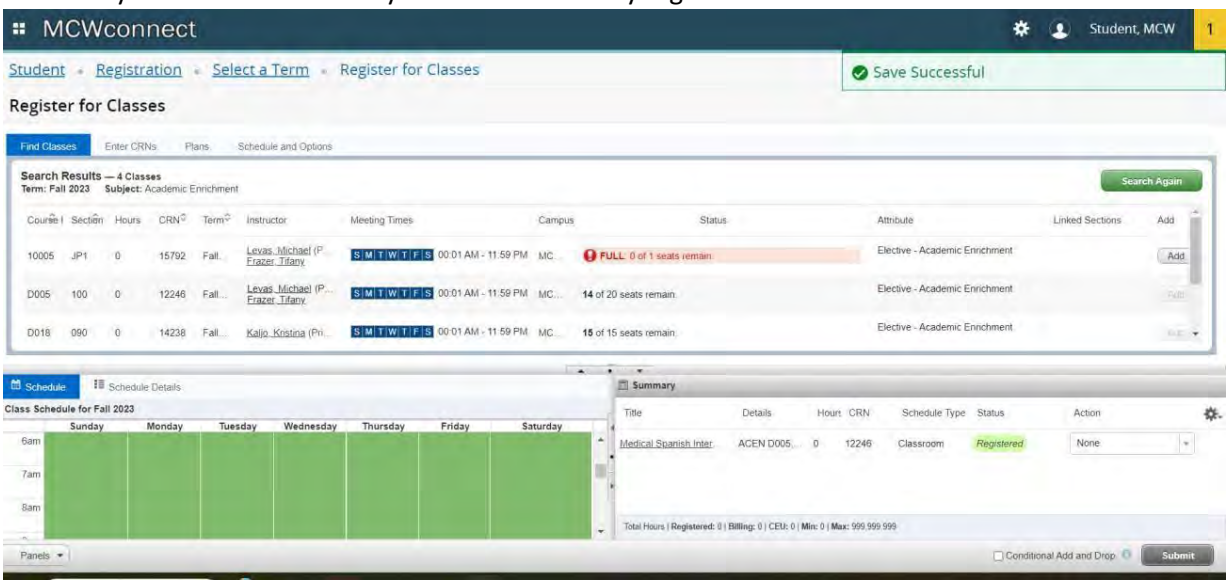
On the right-hand side, click on “Add” for the class section you want to add to your registration. This page will appear:



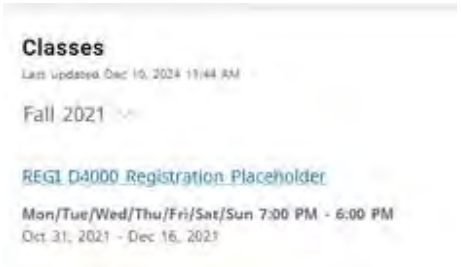
Step 9: In the bottom right-hand corner, you need to click on “Submit.”



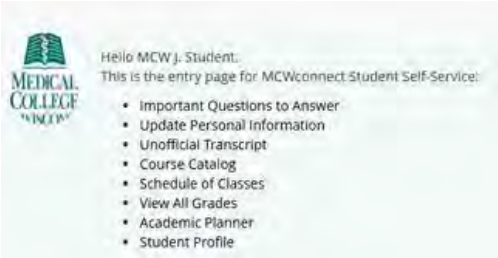
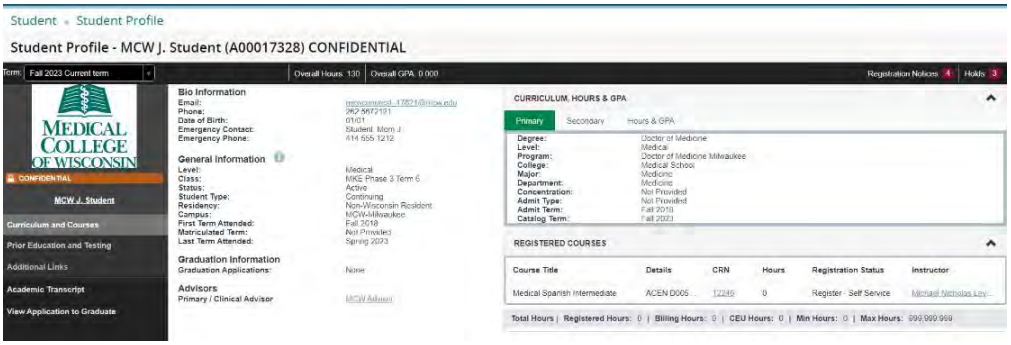
Once you click on “Submit,” the “Status” column will update from “Pending” to “Registered” in the “Summary” section. This means you have successfully registered for the academic enrichment elective.



Step 10: To view the added course in your schedule, you can return to the main MCWconnect page and select the “Classes” card as seen below



Or use the “Student Self-Service” card by selecting “Open Student Dashboard” and clicking on “Student Profile” as seen below:



This page will appear: