University of California, Irvine
University Registrar

WebReg Demonstration
Fall 2010
Use WebReg to Enroll in Classes

- UCInetID and password required
- Receive immediate feedback
- Automatic log off* will result if:
  - Exceeding the maximum time (3 minutes of idle time and 15 minutes of activity)
  - Minimizing the window
  - hitting the <BACK> button

*An automatic log off may result in a delay in disconnecting WebReg from a record resulting in the message “Student record in use, please try again in a few minutes.” If this happens wait about 3-5 minutes then try again.
Network & Academic Computing Services (NACS)

- Activate a UCInetID and password
  - Questions? – call the help desk (949) 824-2222 or email nacs@uci.edu
A link to WebReg can be found on the Registrar’s homepage.

Enrollment Changes Beginning Fall 2010:

- New enrollment deadlines
- Add/Drop/Change cards will no longer be used
- An online petition will be used for adds, drops, and changes after enrollment deadlines have passed

Detailed information will be available September 2010.

NOTICEs AND UPCOMING DEADLINES:

STUDENTS:

Winter 2010 Late Grades

Friday, June 18, 8 p.m.: Spring 2010 final grades available on StudentAccess.

Monday, June 21: Spring 2010 final grades available on official transcripts.

Wednesday, June 30: Central Cashier office hours will be 8:30 a.m. - 1:00 p.m. They will return to regular hours on Thursday, July 1.
Students at UCI enroll in classes with their UCInetID and password through WebReg.

ENROLLING IN COURSES

You may enroll in classes and make schedule changes during the Enrollment by window period and the open enrollment periods. Refer to the Quarterly Calendar with Deadlines to view these periods.

WebReg is available from 6:00 a.m. to 4:00 a.m. daily, with occasional downtime for maintenance.

Once your enrollment window opens, you have 48 hours of full access before you are restricted to non-prime time access (7:00 p.m. to 7:00 a.m.), while other students' enrollment windows open on an established priority basis.

Continuing Students: To find your enrollment window, visit StudentAccess beginning the seventh week of the current quarter.
UCInetID and password are required to use WebReg
Important Information on Log In

*A hold will appear before term menu*

- A **hard** hold prevents enrollment in classes. Note the department name appears on the notification.

- A **soft** hold is less severe and allows the student to enroll in classes. If the hold is not cleared by the fee payment deadline classes will be dropped.

- **Do not delay**, students with any kind of hold on his or her record should contact the department indicated immediately.
A hold has been placed on your record by:
The Registrar’s Office

NOTE: Contact the office(s) that placed the hold(s) as soon as possible. You must have the hold(s) removed by the fee payment deadline or you will be dropped from your classes.

Important: Any academic holds will appear once you have logged into WebReg. The University Registrar has placed a hold. Contact that office immediately. You may still enroll in classes but will be dropped if the hold is not removed by the fee payment deadline.

Enrollment Information

Add, drop, or change your course enrollment.

Add or drop courses on the Wait List.

Display the date and time you can first enroll through WebReg.
A hold has been placed on your record by:
Contact the Registrar’s Office

NOTE: Contact the office(s) that placed the hold(s) as soon as possible. You must have the hold(s) removed by the fee payment deadline or you will be dropped from your classes.

This is an example of a “hard” hold. The student can not enroll and is automatically logged out of WebReg.

you are not eligible to enroll this quarter
Click here from the main menu to check for enrollment window.
Students can not enroll until their enrollment window opens. Once the enrollment window opens, students have 48 hours to enroll during regular hours. Once the 48 hours has past, students may make adjustments to their schedule from 7p.m. to 7a.m. until all windows are open.

Students can check the Registrar Office’s Quarterly Calendar with Deadlines for details and dates.
Click “Fee Status” to check if fees have been received.

Your fees have been received by the Cashiers Office for FALL ’10
FALL Quarter Menu

Enrollment Menu
Add, drop, or change your course enrollment.

Wait list Menu
Add or drop courses on the Wait List.

Enrollment Information

Enrollment Window
Display the date and time you can first enroll through WebReg.

Fee Status
Display whether your fees have been received.

Study List
Display your class schedule.

To begin enrolling or make changes to an existing schedule.
Adds, Drops, and Changes

• Add
  – During the enrollment period through Friday, 5pm of 3rd week via WebReg.
    • Instructors may chose to control WebReg course enrollment via B or X codes
  – 4th week through 10th week via petition*
    • Instructor or designee – AND –
    • Dean of Course – AND –
    • Dean of Major

*Instructor approval required on all add transactions unless the school or department is acting on behalf of the instructor.

University Registrar
Add, Drop, Change Guidelines (Continued)

• **Drop/Withdraw**
  - During the enrollment period through Friday, 5pm, of 2nd week via WebReg.
    - Instructors may choose to control WebReg course enrollment via B or X codes
  - 3rd week through 5pm Friday of 6th week via petition
    - Approval of Dean of Course – AND –
    - Approval of Dean of Major
  - 7th week through 5pm Friday of 10th week via petition
    - Approval of Dean of course – AND –
    - Approval of Dean of Major
    - *Withdrawal from a class during this period will result in a “W” notation (withdraw) on the official transcript of record*
Add, Drop, Change Guidelines (Continued)

• Change
  – During the enrollment period, a student may change grading option or variable units through 5pm Friday of the 2nd week of instruction via WebReg.
    • Instructors may chose to control WebReg course enrollment via B or X codes.
  – 3rd week through 5pm Friday of 10th week via petition.
    • Variable Units
      – Instructor or designee – AND –
      – Approval of Dean of Major
    • Grading Option
      – Approval of Dean of Major

University Registrar
To add a class: Select “Add” and enter the five digit course code, grade option*, etc. and click “Send Request.” A student may select the grade option* or enter variable units and authorization code if applicable. (Drop or Change units/grading option in the same way.)

*All courses default to letter grade unless offered for pass/not pass only.
The student has attempted to enroll in a class where the prerequisite has not been met and is being directed to his or her academic counselor. See the following screens for other possible error messages.
Other Error Messages when Enrolling in Classes

• class NOT added – CLASS CANCELLED – ADD INVALID
• class NOT added – CLASS FULL – NO SEATS AVAILABLE
• class NOT added – DUPLICATE REQUEST – CO CLASS MISMATCH
• class NOT added – AUTHORIZATION CODE REQUIRED
• class NOT added - CLASS RESTRICTED TO MAJORS
Important Note: Enrollment in 28020, HISTORY 15C, LEC is tentative. The student MUST enroll in a discussion (DIS) before logging out. Failure to enroll in the lecture – AND – the discussion will result in a drop when logged out.

Note:

You have TENTATIVELY added

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Dept</th>
<th>Sec</th>
<th>Grid</th>
<th>Days</th>
<th>Time</th>
<th>Bidg</th>
<th>Room</th>
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<tr>
<td>28020</td>
<td>HISTORY</td>
<td>15C</td>
<td>LEC</td>
<td>T T</td>
<td>09:30-10:50</td>
<td>HIE</td>
<td>100</td>
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</table>

To remain enrolled in this class you must also enroll in: DIS
An attempt to add discussion section 28022 resulted in the above “class full” message. Check the open sections to pick another discussion to enroll in.
A successful add of 28022 will generate the above message and will show the added course on the student’s schedule.
Click on Show Study List to review your schedule for the term.
Changes* are permitted via WebReg through the third week of instruction. After the third week, students must make a request to change variable units or grading option via a petition.
Check with your advising office for details.
*The "Change" option is used to change a grade option or variable units – not – for changing sections (i.e. one discussion to another). To change sections you must drop one section and add the preferred section.
A successful change in grade option from letter grade to P/NP.
Dropping a class is easy
A successful drop.

**If you attempt to add/drop/change a course and do **not** get confirmation, your transaction did not go through. Try again.**
Waitlist a preferred discussion through the waitlist menu* as indicated. When space becomes available in the preferred section, the student will be automatically added to the class and an email will be sent. Students can check their current schedule on StudentAccess or WebReg.

*Remember, students MUST enroll in the lecture and discussion for linked classes before wait listing a preferred discussion. The discussion “drives” the waitlist when a lecture and discussion are waitlisted. Space must become available in the lecture and the selected discussion for the student to be enrolled automatically through the waitlist process. Waitlist details can be found at [http://www.reg.uci.edu/enrollment/waitlistoption.html](http://www.reg.uci.edu/enrollment/waitlistoption.html)
Class has been successfully added to the waitlist.
If a student has decided he or she no longer wants the waitlisted class it must be dropped. The student can log onto WebReg and select “Waitlist Menu” then select “Wait List Drop” as shown in the example above.

Students do not have to drop the class if the wait list is no longer active, this information can be checked on Schedule of Classes*.

*If a student is trying to enroll in a class via WebReg and the class is in conflict with the waitlisted class, the student will have to drop the waitlisted class before enrolling in the other class. A waitlisted class must be dropped if a B or X code is being used after the waitlist is no longer active.
This is the message received when a class has been successfully dropped from the wait list.
Class Full or Seats Reserved

- The following screen shows the message a student will receive if the class is full* and open seats are available.

*Full can mean the department reserved seats for new freshman (NewOnly) and the class is full to all continuing students. Check the Schedule of Classes.

- The NewOnly restriction will be removed by the department at a later time, check with them for details.

*Go to the Registrar Quarterly Academic Calendar (www.reg.uci.edu) for important deadlines.
Note: 05200 Lec Sec A, you must enroll in 05201-05215 and 05220 Lec Sec B, you must enroll in 05221-05235. Crossing over sections will result in the “co class mismatch” message.

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<th>Instructor</th>
<th>Time</th>
<th>Place</th>
<th>Final</th>
<th>Max</th>
<th>Enr</th>
<th>WL</th>
<th>Req</th>
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<td>MWF 12:00-12:50p</td>
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<td>Mon, Dec 7, 1:30-3:30pm</td>
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<td>O'DOWD, D. WARRIOR, R.</td>
<td>MWF 1:00-1:50p</td>
<td>PSLH 100</td>
<td>Wed, Dec 9, 1:30-3:30pm</td>
<td>444</td>
<td>14</td>
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</tr>
</tbody>
</table>

Note section A (Code **05200**) lecture and Section A1-A12 (Codes **05201-05215**) Discussions. An attempt to enroll in lecture **05200** (section A) and discussion **05221** (section B) will Result in the message “CO CLASS MISMATCH” (See the following example)
Students are responsible for the accuracy of their class schedule and should check it each time a change is made to be sure there are no errors. Before logging out of WebReg verify enrollment changes on the Study List.
When the **maximum idle** time is exceeded the student will be automatically logged out and receive this message.

If the student receives this message any changes to the class schedule may not have been saved. The student should wait the suggested 3-5 minutes then log onto WebReg to confirm the schedule.
You are logged out.

Your fees have been received by the Cashiers Office for FALL '10

A proper log out generates this message.
Questions

• What classes should I take?
  – Contact your academic counselor.

• When does my window open?
  – Log into WebReg (Enrollment Window) or StudentAccess (Student Profile>Enrollment)

• Why doesn’t my class change show on MyEEE?
  – It can take up to four (4) hours to show changes in your schedule on MyEEE. Changes show up in real time in StudentAccess.

• Who do I contact if I am having problems with WebReg?
  – Email registrar@uci.edu or call (949) 824-6124