IRVINE: Office of the Registrar / SAIS

WebReg Demonstration Fall 2008

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
 - ➤On line http://www.nacs.uci.edu
 - ➤ Questions? call the help desk (949) 824-2222 or email nacs@uci.edu

Search Registrar site:

GO»

UCI Home FFF FACNet StudentAccess

Schedule of Classes

WebReg

Site Map

Notices and Upcoming Deadlines: Kashmiri Update Fees Update 2008-09

Late Grades: Winter 2008.

Friday, June 6: Absolute deadline to add/drop/change a class for Spring Quarter, 4:30 p.m. Check with your academic counseling office for any overriding school policies.

Friday, June 6: Begin submitting final grades for Spring 2008 after 5 p.m. via WebGrades.

Students are responsible for knowing and following these policies:

Academic Honesty

Computer Use

Confidentiality of Student Records

Alcohol, Firearms, Substance Abuse

Updating Addresses/Correct Addresses

Monitoring Enrollment

Also:

Fees and Registration Deadlines

UCI Calendars, Catalogue & Schedule

Academic & administrative calendars:

-Current: 2007-08, 2008-09, 2009-10, 2010-11.

-Archived: 2006-07 and before

Quarterly calendars with deadlines:

2007-08, 2008-09

At A Glance Calendar (.pdf):

-Fall '07-Spring '08

Final exam policies and schedules

UCI Catalogue

Major / Degree

Courses Satisfying Breadth Requirements

Registrar's Office Processing Calendar

WebSOC - Searchable Schedule of Classes

WebSOC Archive by Term

WebSOC Nightly Archive

Commencement

Registration and Enrollment

StudentAccess & WebReg Login to access your

academic records: change addresses, view transcript, apply to graduate, and more

Registration at a Glance chart

--Enroll in classes: WebReg; add/drop cards;

placement testing program; use waitlist option;

FAOs

--Pay registration fees, financial aid information

reduced fee part-time study

--Residence classification for fee purposes Online Statement of Legal Residence

- -- Cancel registration or withdraw from UCI
- --Readmit to UCI
- --Definition of terms

A link to WebReg can be found on the Registrar's homepage: on our banner and under Registration and **Enrollment**

FACNet

Search Registrar site:

Schedule of Classes

UCInetID and password are required to log into WebReg

GO»

WebReg : Site Map

Enroll in Classes: WebReg

UCI Home

Last Updated: Dec 03, 2007, 1:02 PM PST

UCI students enroll in classes using WebReg.

FFF

• WebReg is accessible from http://www.reg.uci.edu.
UCInetID and password required. University offices and faculty use email to communicate with students. This is frequently the preferred means to communicate official notices regarding students status and important class information. Students are expected to activate their UCInetID and check their mail frequently. You may set a delivery point different than your UCI email so that you do not miss important announcements. Remember to check your email daily as your mail box can fill quickly during the first two weeks of a quarter.

StudentAccess

- Use WebReg to enroll in classes and make schedule changes during the <u>registration</u> period or the <u>adjustment period</u>.
- WebReg is available from 6:00 a.m. to 4:00 a.m. daily, with occasional down times for special circumstances such as final grade update.

ATTENTION!

We recommend using WebReg with Netscape 7.2 or later or Internet Explorer 5.5 or later.

America Online

(AOL) Users: You should minimize your AOL Web browser and use one of the recommended browsers.

14

WebReg

To Enroll in Classes:

- Select "Access WebReg"
- Then, login by entering your UCInetID and Password

Access WebReg

WebReg Login Help

WebReg follows this enrollment model:

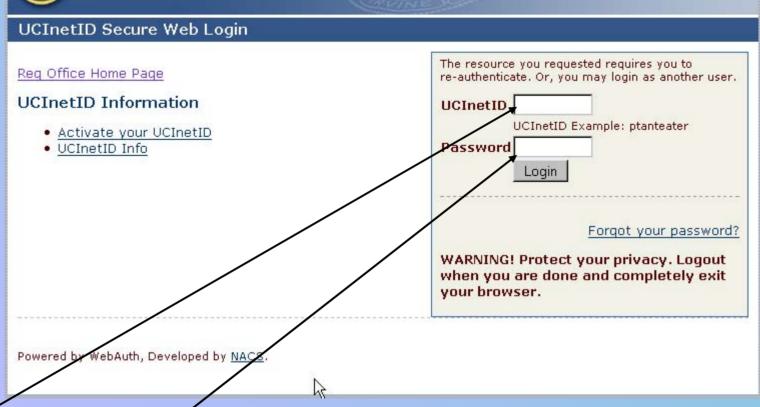
- Add or drop classes.
- · Use the waitlist option.
- Change the grade option or variable units on applicable classes.
- · List open sections of selected classes.
- · Receive confirmation of successful transactions.

You must successfully add the co-class during the same enrollment session or you will be dropped from the tentatively enrolled section.

- · Receive error messages for unsuccessful attempts to add, drop, or change enrollment.
- You will be notified of any academic holds on your record. Some holds prevent enrollment in classes. As soon
 as possible, follow-up with the office that placed the hold. Classes are dropped if a hold remains on your
 record at 5:00 p.m. one business day after the fee payment deadline.
- Verify your registration fee status.
- Use the Weekly Planner, † to plan your enrollment sessions.
- Use the <u>Searchable Schedule of Classes (WebSOC)</u> to check availability and search for classes that satisfy breadth sateronies.







UCInetID and password are required to use WebReg

Important Information on Log In Hold on Enrollment

- A (hard) hold has been placed on the following example. Note the department name appears on the notification.
- There is a less severe (**soft**) hold allowing the student to enroll but if not cleared by the fee payment deadline will result in dropped classes.
- **Do not delay**, the student should contact the department indicated immediately.

UCIrvine WebReg: Online Enrollment



A hold has been placed on your record by:

THE SCHOOL OF BIOLOGICAL SCIENCES <

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 drop deadline or you will be dropped from your classes.

*** Important: Contact the department indicated.***

UCIrvine WebReg: Online Enrollment



WebReg Logout Successful

Last Updated: April 12,2002, 3:00 PM PDT

You have successfully logged out of your WebReg session.

Thank you for using WebReg!

Note the hold on this record will prohibit a student from enrolling in classes.

WebReg

To Enroll in Classes

- Select. "Access WebReg"
- · Then, login by entering your UCInetID and Password

Access WebRed

you are not yet eligible to enroll this quarter



A hold has been placed on your record by:

THE SCHOOL OF BIOLOGICAL SCIENCES

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 drop deadline or you will be dropped from your classes.

FALL Quarter Menu

Logout

Enrollment Menu

Fee Status

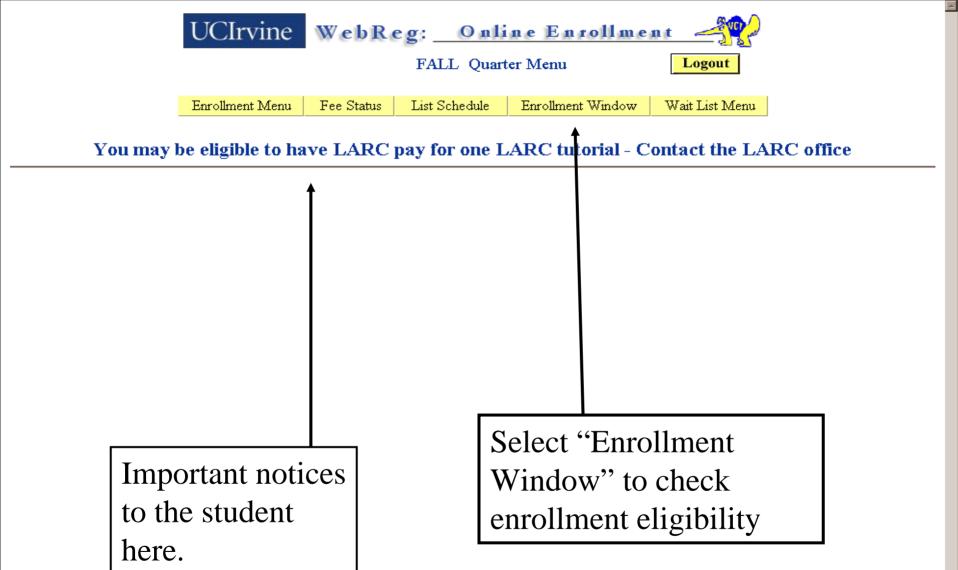
List Schedule

Enrollment Window

Wait List Menu

You may be eligible to have LARC pay for one LARC tutorial - Contact the LARC office

This is an example of a "soft" hold. The student is able to enroll in classes but will be dropped if the hold is not removed by the fee payment deadline.



your enrollment window opens May 21, 2008 at 06:00pm

Students can not enroll until the 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's Office Quarterly Calendar with Deadlines http://www.reg.uci.edu/registrar/soc/quartercalendar08-09.html for details and dates.

FALL Quarter Menu

Logout

Enrollment Menu | Fee Status | List Schedule | Enrollment Window | Wait List Menu

You may be eligible to have LARC pay for one LARC tutorial - Contact the LARC office

Select "Fee Status" to check if fees have been received.

Your fees have been received by the Cashiers Office for FALL '08

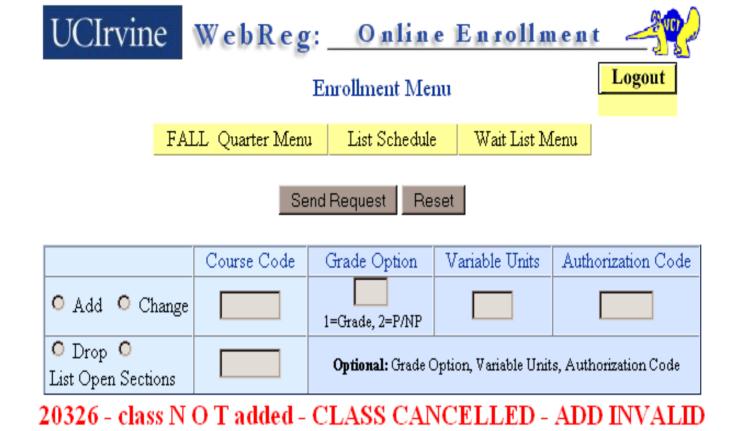
Registration fees have been paid. If the registration fees were not paid this notice would show the fee payment deadline.

Note: This notice is for registration fees only. Students should check their ZotAccount Online https://sbs.adcom.uci.edu/ZotAccount/ for other fees.

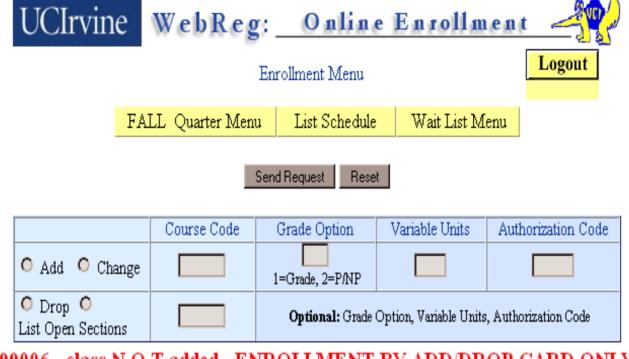


FALL Quarter Menu Logout Enrollment Menu Fee Status List Schedule Enrollment Window Wait List Menu

Select "Enrollment Menu" to enroll in classes.



This is the message a student will get when attempting to enroll in a class that has been cancelled.

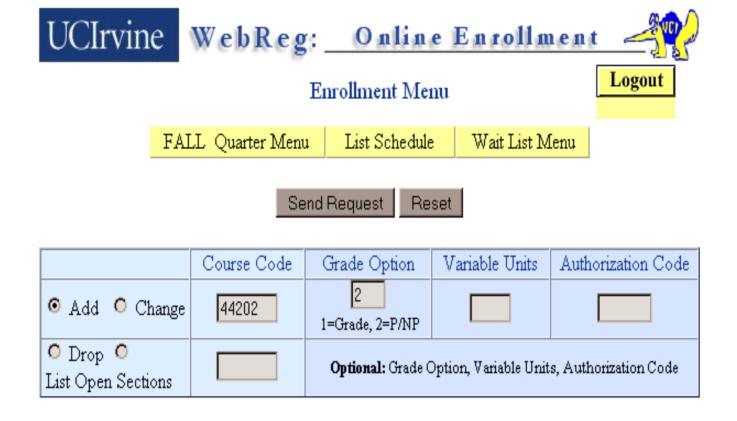


99006 - class N O T added - ENROLLMENT BY ADD/DROP CARD ONLY

This is the message received if a class is restricted to add card only.

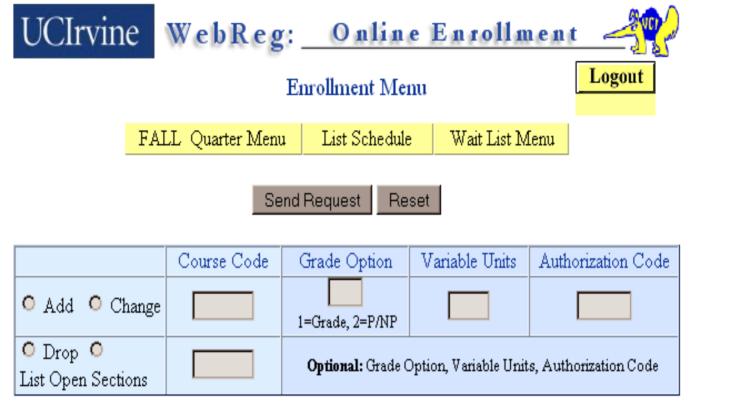
• Students must contact the instructor for signature approval on the add card.

(Add cards can be processed at the Registrar's Office (215 AH) at the beginning of the term.)



To add a class: the student selects "Add" and enters the five digit course code (as shown in this example). A student may select the grade option* or enter variable units and authorization code if applicable.

*All courses default to letter grade unless offered for pass/not pass only.



44202 - class N O T added - PREREQ NOT MET - SEE ACADEMIC COUNSELOR

The above message indicates the student has not met the prerequisite for course **44202** and should contact an academic counselor in the school of his/her major.

Class Full or Seats Reserved

- The following screen shows the message a student will receive if the class is full* and open sections appear if applicable.
- *Full can mean the department reserved seats for new freshman (NewOnly) and the class is full to all continuing students. Check the on line Schedule of Classes.
- The NewOnly restriction may be removed during the adjustment period*, check with the department for details.
- *Check the Registrar Office Calendar with Deadlines for dates.



UCIrvine WebReg: Online Enrollment



Enrollment Menu

Logout

FALL Quarter Menu

List Schedule

Wait List Menu

Send Request

Reset

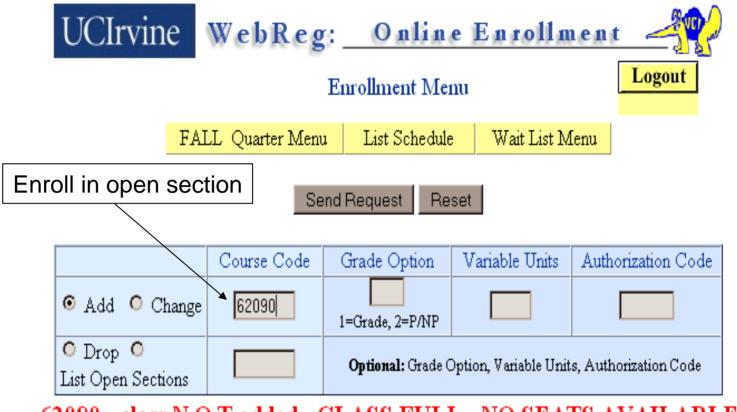
	Course Code	Grade Option	Variable Units	Authorization Code
O Add O Change		1=Grade, 2=P/NP		
O Drop O List Open Sections		Optional: Grade 0	Option, Variable Unit	s, Authorization Code

62080 - class N O T added - CLASS FULL - NO SEATS AVAILABLE

0001 students are on the waiting list

open sections are:

Crse		Crse				Grd				
Code	Dept	Num	Тур	Num	Unts	Opt	Days	Time	Bldg	Room
62090	ECON	20A	LEC	Α	4.0		тт	08:00-09:20	HIB	100



62080 - class N O T added - CLASS FULL - NO SEATS AVAILABLE

0001 students are on the waiting list

open sections are:

Crse		Crse		Sec		Grd				
Code	Dept	Num	Тур	Num	Unts	Opt	Days	Time	Bldg	${\tt Room}$
62090	ECON	20A	LEC	Α	4.0		тт	08:00-09:20	HIB	100



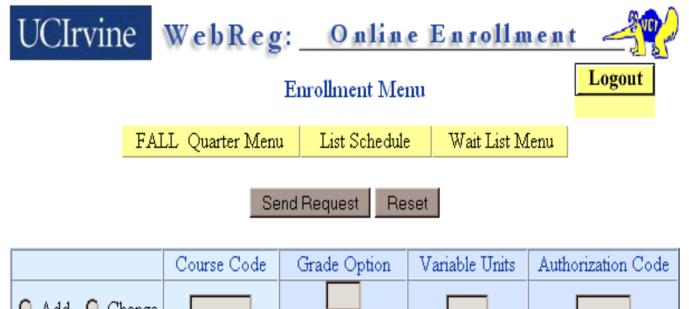


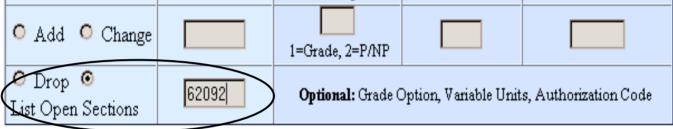
Enrollment Menu

Logout

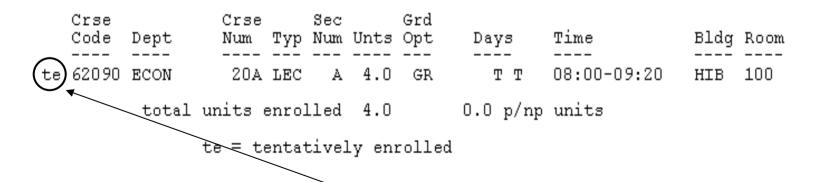
FALL Quarter Menu	List Schedule Wait List Menu
This lecture has a "linked"	
, ,	Request Reset
the student must enroll in the	
	Grade Option Variable Units Authorization Code
enrollment session ends or the lecture will be dropped.	=Grade, 2=P/NP
C Drop C List Open Sections	Optional: Grade Option, Variable Units, Authorization Code
	NOTE:
you have T	ENTATIVELY added
Crse Crse Sec Code Dept Num Typ Num Unts 62090 ECON 20A LEC A 4.0	Grd Opt Days Time Bldg Room GR T T 08:00-09:20 HIB 100

to remain enrolled in this class you must also enroll in : DIS





Enrolled Classes for FALL '08



Enrollment in lecture **62090** is tentative (te), this screen shows the first discussion course code and a request to list open sections.



FALL Quarter Menu List Schedule Wait List Menu

Send Request Reset

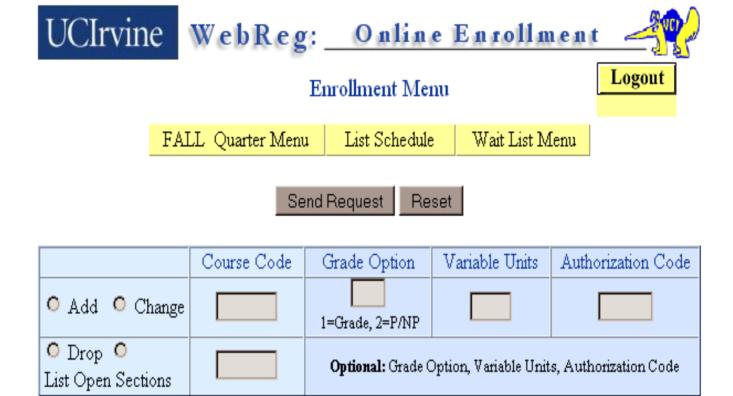
	Course Code	Grade Option	Variable Units	Authorization Code
O Add O Change		1=Grade, 2=P/NP		
O Drop O List Open Sections		Optional: Grade 0	Option, Variable Unit	s, Authorization Code

open sections are:

Crse Code	Dept	Crse Num		Sec Num	Unts	Grd Opt	Da 	ys 	Time	Bldg	Room
62092 62093 62094	ECON	20A	DIS	A3	0.0 0.0 0.0			Т [Т	04:00-04:50 10:00-10:50 02:00-02:50		220A 102 100P
62095 62096					0.0	m	nc	W	03:00-03:50 09:00-09:50	HICF SST	100P 220A

mc = meeting room/time changed

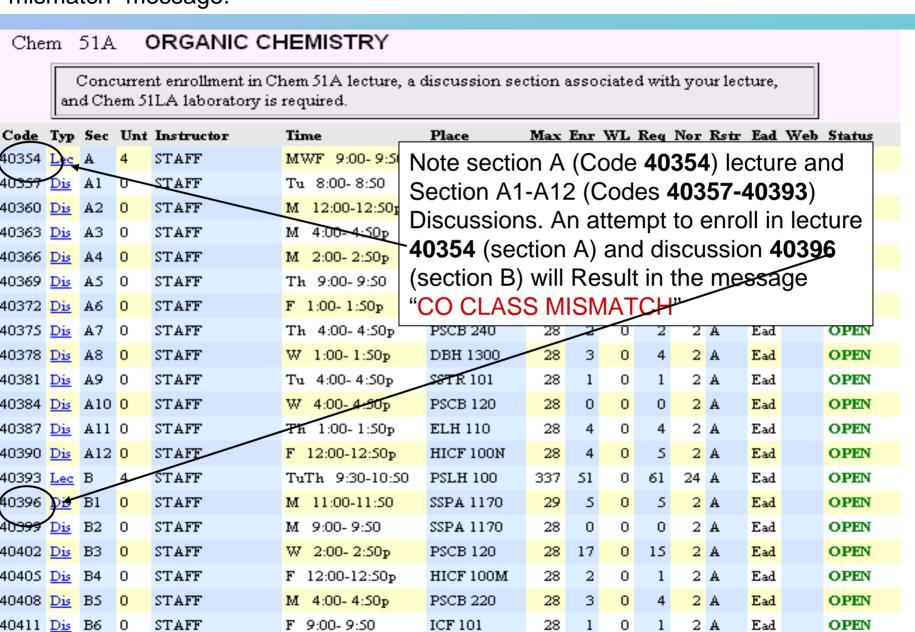
Make a selection for one of the open sections listed. If a notation (mc) appears, as in **62095** the information viewed (i.e. class time, location, etc) is the most current information available.

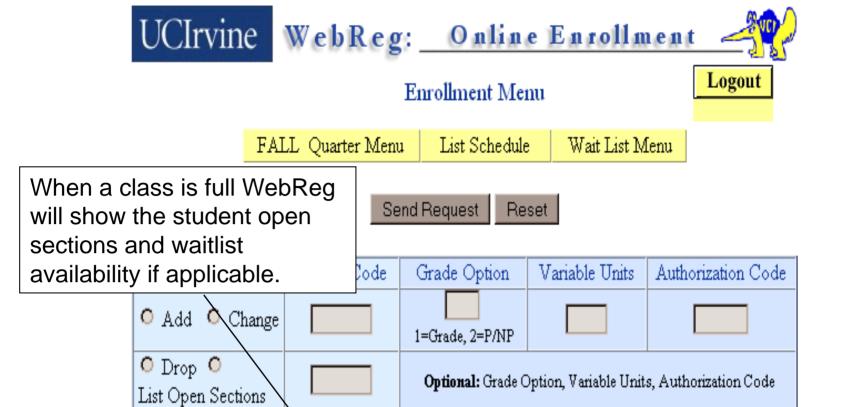


62083 - class N O T added - DUPLICATE REQUEST - CO CLASS MISMATCH

A student must choose from the same section when enrolling in linked classes. For example if Section A lecture is selected, the student must enroll in one of the discussion sections immediately following. The above shows an attempt to enroll in a lecture from Section A and a discussion in Section B resulting in the "CO CLASS MISMATCH" message. See the following screen for an example of a class listed in the on line Schedule of Classes.

Note: 40354 Lec Sec A, you must enroll in 40357-40390 and 40392 Lec Sec B, you must enroll in 40396-40411. Crossing over sections will result in the "co class mismatch" message.



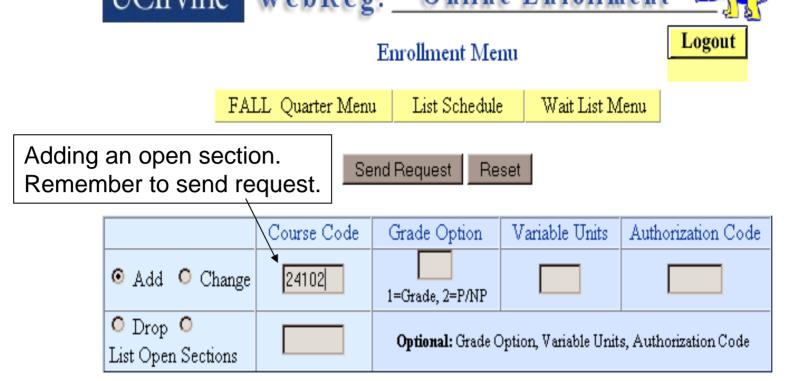


24101 - class N O T added - CLASS FULL - NO SEATS AVAILABLE

0001 students are on the waiting list

open sections are:

Crse Code	Dept	Crse Num		Sec Num	Unts	Grd Opt	Days	Time	Bldg	Room
24103	ENGLISH ENGLISH ENGLISH	100 100 100	DIS	3	0.0 0.0 0.0		F	12:30-01:20 03:00-03:50 04:00-04:50	HIB HOB2 HH	131



24101 - class N O T added - CLASS FULL - NO SEATS AVAILABLE

0001 students are on the waiting list

open sections are:

Crse Code	Dept	Crse Num		Sec Num	Unts	Grd Opt	Days	Time	Bldg	Room
24103	ENGLISH ENGLISH ENGLISH	100 100 100	DIS	3	0.0 0.0 0.0		F	12:30-01:20 03:00-03:50 04:00-04:50	HIB HOB2 HH	131

	Course Code	Grade Option	Variable Units
• Wait List Add	24101	1=Grade, 2=P/NP	
O Wait List Drop			

Waitlist preferred discussion* as indicated. When space comes available in the preferred discussion the student will be automatically added to the class and an email will be sent. The student does not need to add this class with an add card if the waitlist is active and the email is received. Using an add card at this point will result in a duplicate entry. Students can check their current schedule on StudentAccess.

*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/registrar/waitlist.html>



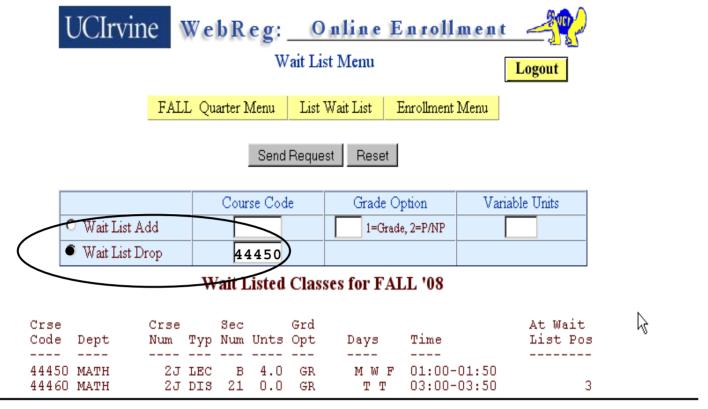
	Course Code	Grade Option	Variable Units
O Wait List Add		1=Grade, 2=P/NP	
Wait List Drop			

you have wait listed

Crse Code Dept	Crse Num Typ	Sec Num Unts	Grd Opt Da	ys !		At Wait List Pos
24101 ENGLIS	3H 100 DIS	1 0.0	GR	Т .	11:00-11:50	2

Class has been successfully added to the active* waitlist.

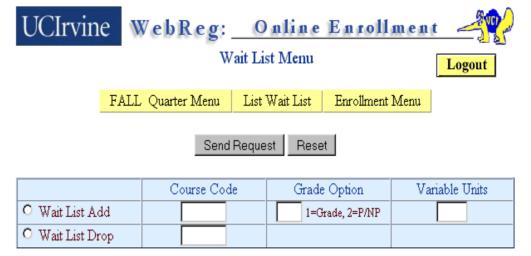
*A waitlist remains active through the enrollment and adjustment period. A department may keep the waitlist option open during the first two weeks of instruction. However, if the waitlist is disabled before the beginning of classes, enrollment is at the discretion of the instructor. A signed add card must be processed at the Registrar (215 AH) before enrollment is official.



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 in the on line 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. This is not a problem if adding with an add card.



you have removed yourself from the wait list

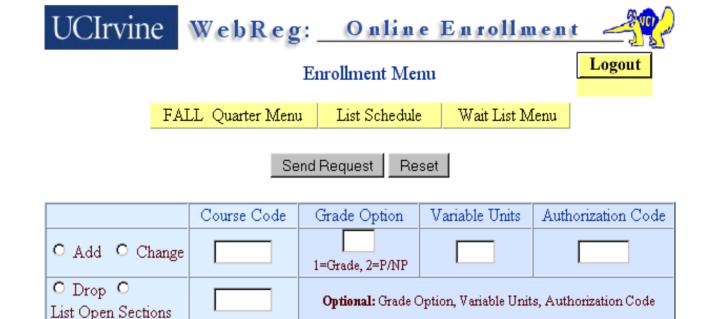
Crse	-	Crse	_	Sec		Grd	_		At Wait
Code	e Dept	Num	Тур	Num	Unts	Opt	Days	Time	List Pos
4445	нтам П	2л	LEC	B	4.0	GR	м м в	01:00-01:50	

V

This is the message received when a class has been successfully dropped from the wait list.

You may be eligible to have LARC pay for one LARC tutorial - Contact the LARC office

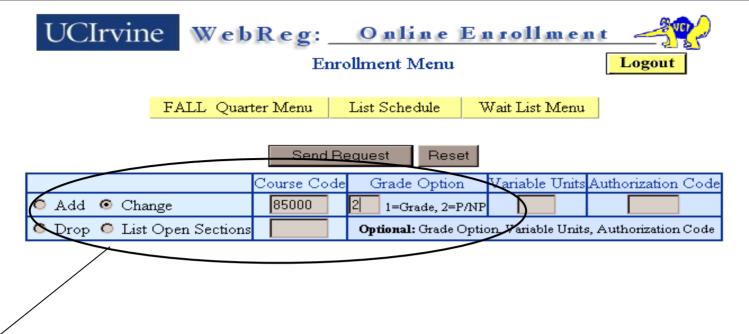
Select "List Schedule" to view current classes.



Enrolled Classes for FALL '08

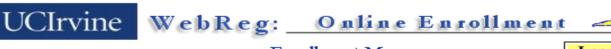
Crse Code	Dept	Crse Num		Sec Num	Unts	Grd Opt	Days	Time	Bldg	Room
24100	ENGLISH	100	LEC	A	4.0	GR	т т	09:30-10:50	HH	178
	total u	nits e	enrol	Lled	4.0		0.0 p/np	units		

Remember – the student is responsible for his or her schedule and should check it each time a change is made to be sure there are no errors. (Changes in your schedule are automatic and can be viewed on WebReg and StudentAccess immediately, however, your MyEEE schedule can take up to four (4) hours to update.)



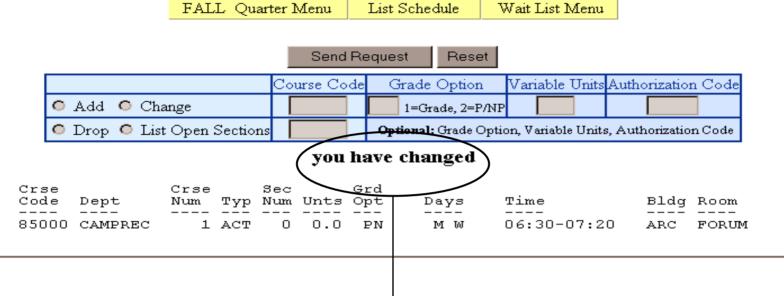
Changes* can be made in units and grade option until the quarter begins unless the school may permit electronic changes (EAD) through the second week of instruction. Students can check for EAD classes in the on line Schedule of Classes.

*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.



Enrollment Menu

Logout



A successful change in grade option.

WebReg Logout Successful

Last Updated: April 12,2002, 3:00 PM PDT

You have successfully logged out of your WebReg session.

Thank you for using WebReg!



Select "Access WebReg"

 Then, login by entering your UCInetID and Password

Access WebReg

maximum idle time exceeded

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.



WebReg Logout Successful

Last Updated: April 12,2002, 3:00 PM PDT

You have successfully logged out of your WebReg session.

Thank you for using WebReg!

WebReg

To Enroll in Classes

- Select
 - "Access WebReg"
- · Then, login by entering your UCInetID and Password

Access WebReq

Your fees have been received by the Cashiers Office for FALL '08

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 and select Enrollment Window
- Why doesn't my class change show on MyEEE?
 - Be patient, 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