

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



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; FAQs](#)

--[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*



Enroll in Classes: WebReg

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

UCI students [enroll in classes](#) using WebReg.

- 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.
- Use WebReg to enroll in classes and make schedule changes during the [registration period](#) or the [adjustment period](#).
- 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.

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 [Searchable Schedule of Classes \(WebSOC\)](#) to check availability and search for classes that satisfy breadth categories.

UCInetID and password are required to log into WebReg





UCInetID Secure Web Login

[Req Office Home Page](#)

UCInetID Information

- [Activate your UCInetID](#)
- [UCInetID Info](#)

The resource you requested requires you to re-authenticate. Or, you may login as another user.

UCInetID

UCInetID Example: ptanteater

Password

Login

[Forgot your password?](#)

WARNING! Protect your privacy. Logout when you are done and completely exit your browser.

Powered by WebAuth, Developed by [NACS](#).

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.



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.*****



WebReg Logout Successful

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

WebReg

To Enroll in Classes

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

[Access WebReg](#)

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.

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](#)

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[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.



- 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

Important notices to the student here.

Select "Enrollment Window" to check enrollment eligibility



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.

[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.

[Enrollment Menu](#)[Fee Status](#)[List Schedule](#)[Enrollment Window](#)[Wait List Menu](#)

Select "Enrollment Menu"
to enroll in classes.



Enrollment Menu

Logout

FALL Quarter Menu

List Schedule

Wait List Menu

Send Request

Reset

	Course Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add <input type="radio"/> Change	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Drop <input type="radio"/> List Open Sections	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

20326 - class N O T added - CLASS CANCELLED - ADD INVALID

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



Enrollment Menu

Logout

FALL Quarter Menu

List Schedule

Wait List Menu

Send Request

Reset

	Course Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add <input type="radio"/> Change	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Drop <input type="radio"/> List Open Sections	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

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.)



Enrollment Menu

Logout

FALL Quarter Menu

List Schedule

Wait List Menu

Send Request

Reset

	Course Code	Grade Option	Variable Units	Authorization Code
<input checked="" type="radio"/> Add <input type="radio"/> Change	<input type="text" value="44202"/>	<input type="text" value="2"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Drop <input type="radio"/> List Open Sections	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

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.*



Enrollment Menu

Logout

FALL Quarter Menu List Schedule Wait List Menu

Send Request Reset

	Course Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add <input type="radio"/> Change	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Drop <input type="radio"/> List Open Sections	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

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.*



Enrollment Menu

Logout

FALL Quarter Menu

List Schedule

Wait List Menu

Send Request

Reset

	Course Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add <input type="radio"/> Change	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Drop <input type="radio"/> List Open Sections	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

62080 - 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 Typ	Sec Num	Unts	Grd Opt	Days	Time	Bldg	Room
----	----	----	----	----	----	----	----	----	----	----
62090	ECON	20A	LEC	A	4.0		T T	08:00-09:20	HIB	100



Enrollment Menu

Logout

FALL Quarter Menu | List Schedule | Wait List Menu

Enroll in open section

Send Request | Reset

	Course Code	Grade Option	Variable Units	Authorization Code
<input checked="" type="radio"/> Add <input type="radio"/> Change	<input type="text" value="62090"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		1=Grade, 2=P/NP		
<input type="radio"/> Drop <input type="radio"/> List Open Sections	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

62080 - 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 Typ	Sec Num	Units	Grd Opt	Days	Time	Bldg	Room
62090	ECON	20A	LEC	A	4.0		T T	08:00-09:20	HIB	100



Enrollment Menu

Logout

FALL Quarter Menu List Schedule Wait List Menu

This lecture has a "linked" required co-class (discussion), the student must enroll in the discussion section before this enrollment session ends or the lecture will be dropped.

Request Reset

Grade Option	Variable Units	Authorization Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
=Grade, 2=P/NP		
Optional: Grade Option, Variable Units, Authorization Code		

Drop
List Open Sections

NOTE :

you have TENTATIVELY added

Crse Code	Dept	Crse Num	Sec Typ	Sec Num	Units	Grd Opt	Days	Time	Bldg	Room
62090	ECON	20A	LEC	A	4.0	GR	T T	08:00-09:20	HIB	100

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



Enrollment Menu

Logout

FALL Quarter Menu List Schedule Wait List Menu

Send Request Reset

	Course Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add <input type="radio"/> Change	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Drop <input checked="" type="radio"/> List Open Sections	<input type="text" value="62092"/>	Optional: Grade Option, Variable Units, Authorization Code		

Enrolled Classes for FALL '08

```

Crse      Crse      Sec      Grd
Code Dept  Num  Typ Num  Units Opt   Days   Time      Bldg Room
----  ----  ----  ---  ---  ----  ---  ---  ---  ---
te 62090 ECON    20A LEC   A   4.0  GR    T T   08:00-09:20  HIB  100

total units enrolled 4.0      0.0 p/np units
te = tentatively enrolled
    
```

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



Enrollment Menu

Logout

FALL Quarter Menu List Schedule Wait List Menu

Send Request Reset

<input type="radio"/> Add <input type="radio"/> Change <input type="radio"/> Drop <input type="radio"/> List Open Sections	Course Code	Grade Option	Variable Units	Authorization Code
	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

open sections are:

Crse Code	Dept	Crse Num	Sec Typ	Sec Num	Units	Grd Opt	Days	Time	Bldg	Room
62092	ECON	20A	DIS	A2	0.0		T	04:00-04:50	SST	220A
62093	ECON	20A	DIS	A3	0.0		M	10:00-10:50	ICF	102
62094	ECON	20A	DIS	A4	0.0		T	02:00-02:50	HICF	100P
62095	ECON	20A	DIS	A5	0.0	mc	W	03:00-03:50	HICF	100P
62096	ECON	20A	DIS	A6	0.0		W	09:00-09:50	SST	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.



Enrollment Menu

Logout

FALL Quarter Menu

List Schedule

Wait List Menu

Send Request

Reset

	Course Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add <input type="radio"/> Change	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Drop <input type="radio"/> List Open Sections	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

62083 - class NOT 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.

Chem 51A ORGANIC CHEMISTRY

Concurrent enrollment in Chem 51A lecture, a discussion section associated with your lecture, and Chem 51LA laboratory is required.

Code	Typ	Sec	Unt	Instructor	Time	Place	Max	Enr	WL	Req	Nor	Rstr	Ead	Web	Status
40354	Lec	A	4	STAFF	MWF 9:00- 9:50										
40357	Dis	A1	0	STAFF	Tu 8:00- 8:50										
40360	Dis	A2	0	STAFF	M 12:00-12:50p										
40363	Dis	A3	0	STAFF	M 4:00- 4:50p										
40366	Dis	A4	0	STAFF	M 2:00- 2:50p										
40369	Dis	A5	0	STAFF	Th 9:00- 9:50										
40372	Dis	A6	0	STAFF	F 1:00- 1:50p										
40375	Dis	A7	0	STAFF	Th 4:00- 4:50p	PSCB 240	28	2	0	2	2	A	Ead		OPEN
40378	Dis	A8	0	STAFF	W 1:00- 1:50p	DBH 1300	28	3	0	4	2	A	Ead		OPEN
40381	Dis	A9	0	STAFF	Tu 4:00- 4:50p	SSTR 101	28	1	0	1	2	A	Ead		OPEN
40384	Dis	A10	0	STAFF	W 4:00- 4:50p	PSCB 120	28	0	0	0	2	A	Ead		OPEN
40387	Dis	A11	0	STAFF	Th 1:00- 1:50p	ELH 110	28	4	0	4	2	A	Ead		OPEN
40390	Dis	A12	0	STAFF	F 12:00-12:50p	HICF 100N	28	4	0	5	2	A	Ead		OPEN
40393	Lec	B	4	STAFF	TuTh 9:30-10:50	PSLH 100	337	51	0	61	24	A	Ead		OPEN
40396	Dis	B1	0	STAFF	M 11:00-11:50	SSPA 1170	29	5	0	5	2	A	Ead		OPEN
40399	Dis	B2	0	STAFF	M 9:00- 9:50	SSPA 1170	28	0	0	0	2	A	Ead		OPEN
40402	Dis	B3	0	STAFF	W 2:00- 2:50p	PSCB 120	28	17	0	15	2	A	Ead		OPEN
40405	Dis	B4	0	STAFF	F 12:00-12:50p	HICF 100M	28	2	0	1	2	A	Ead		OPEN
40408	Dis	B5	0	STAFF	M 4:00- 4:50p	PSCB 220	28	3	0	4	2	A	Ead		OPEN
40411	Dis	B6	0	STAFF	F 9:00- 9:50	ICF 101	28	1	0	1	2	A	Ead		OPEN

Note section A (Code **40354**) lecture and Section A1-A12 (Codes **40357-40393**) Discussions. An attempt to enroll in lecture **40354** (section A) and discussion **40396** (section B) will Result in the message "**CO CLASS MISMATCH**"



Enrollment Menu

Logout

FALL Quarter Menu

List Schedule

Wait List Menu

Send Request

Reset

When a class is full WebReg will show the student open sections and waitlist availability if applicable.

		Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add	<input type="radio"/> Change	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Drop	<input type="radio"/> List Open Sections	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

24101 - class NOT added - CLASS FULL - NO SEATS AVAILABLE

0001 students are on the waiting list

open sections are:

Crse Code	Dept	Crse Num	Sec Typ	Sec Num	Units	Grd Opt	Days	Time	Bldg	Room
24102	ENGLISH	100	DIS	2	0.0		T	12:30-01:20	HIB	110
24103	ENGLISH	100	DIS	3	0.0		F	03:00-03:50	HOB2	131
24104	ENGLISH	100	DIS	4	0.0		F	04:00-04:50	HH	226



Enrollment Menu

Logout

FALL Quarter Menu List Schedule Wait List Menu

Adding an open section.
Remember to send request.

Send Request Reset

	Course Code	Grade Option	Variable Units	Authorization Code
<input checked="" type="radio"/> Add <input type="radio"/> Change	<input type="text" value="24102"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Drop <input type="radio"/> List Open Sections	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

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 Typ	Sec Num	Units	Grd Opt	Days	Time	Bldg	Room
24102	ENGLISH	100	DIS	2	0.0		T	12:30-01:20	HIB	110
24103	ENGLISH	100	DIS	3	0.0		F	03:00-03:50	HOB2	131
24104	ENGLISH	100	DIS	4	0.0		F	04:00-04:50	HH	226



Wait List Menu

Logout

FALL Quarter Menu

List Wait List

Enrollment Menu

Send Request

Reset

	Course Code	Grade Option	Variable Units
<input checked="" type="radio"/> Wait List Add	<input type="text" value="24101"/>	<input type="text" value="1=Grade, 2=P/NP"/>	<input type="text"/>
<input type="radio"/> Wait List Drop	<input type="text"/>		

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>>*



Wait List Menu

Logout

FALL Quarter Menu | List Wait List | Enrollment Menu

Send Request | Reset

	Course Code	Grade Option	Variable Units
<input type="radio"/> Wait List Add	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>
<input type="radio"/> Wait List Drop	<input type="text"/>		

you have wait listed

Crse Code	Dept	Crse Num	Sec Typ	Sec Num	Units	Grd Opt	Days	Time	At Wait List Pos
24101	ENGLISH	100	DIS	1	0.0	GR	T	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.*



Wait List Menu

Logout

FALL Quarter Menu | List Wait List | Enrollment Menu

Send Request | Reset

	Course Code	Grade Option	Variable Units
<input type="radio"/> Wait List Add	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>
<input checked="" type="radio"/> Wait List Drop	44450		

Wait Listed Classes for FALL '08

Crse Code	Dept	Crse Num	Sec Typ	Num	Units	Grd Opt	Days	Time	At Wait List Pos
44450	MATH	2J	LEC	B	4.0	GR	M W F	01:00-01:50	
44460	MATH	2J	DIS	21	0.0	GR	T T	03:00-03:50	3

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.*



Wait List Menu

Logout

FALL Quarter Menu List Wait List Enrollment Menu

Send Request Reset

	Course Code	Grade Option	Variable Units
<input type="radio"/> Wait List Add	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>
<input type="radio"/> Wait List Drop	<input type="text"/>		

you have removed yourself from the wait list

Crse Code	Dept	Crse Num	Sec Typ	Sec Num	Units	Grd Opt	Days	Time	At Wait List Pos
----	----	----	----	----	----	----	----	----	-----
44450	MATH	2J	LEC	B	4.0	GR	M W F	01:00-01:50	



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

[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 "List Schedule" to view current classes .



Enrollment Menu

Logout

FALL Quarter Menu List Schedule Wait List Menu

Send Request Reset

	Course Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add <input type="radio"/> Change	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Drop <input type="radio"/> List Open Sections	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

Enrolled Classes for FALL '08

Crse Code	Dept	Crse Num	Sec Typ	Sec Num	Units	Grd Opt	Days	Time	Bldg	Room
24100	ENGLISH	100	LEC	A	4.0	GR	T T	09:30-10:50	HH	178
total units enrolled					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.)



FALL Quarter Menu

List Schedule

Wait List Menu

		Send Request	Reset		
		Course Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add	<input checked="" type="radio"/> Change	85000	2 1=Grade, 2=P/NP		
<input type="radio"/> Drop	<input type="radio"/> List Open Sections		Optional: Grade Option, Variable Units, Authorization Code		

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.



FALL Quarter Menu

List Schedule

Wait List Menu

Send Request

Reset

	Course Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add <input type="radio"/> Change	<input type="text"/>	<input type="text"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Drop <input type="radio"/> List Open Sections	<input type="text"/>	Optional: Grade Option, Variable Units, Authorization Code		

you have changed

Crse Code	Dept	Crse Num	Sec Typ	Sec Num	Units	Grd Opt	Days	Time	Bldg	Room
85000	CAMPREC	1	ACT	0	0.0	PN	M W	06:30-07:20	ARC	FORUM

A successful change in grade option.



You have successfully logged out of
your WebReg session.

Thank you for using WebReg!

maximum idle time exceeded

WebReg

To Enroll in Classes

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

Access WebReg

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!

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

WebReg

To Enroll in Classes

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

[Access WebReg](#)

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