# University of California, Irvine University Registrar

WebReg Demonstration Fall 2010

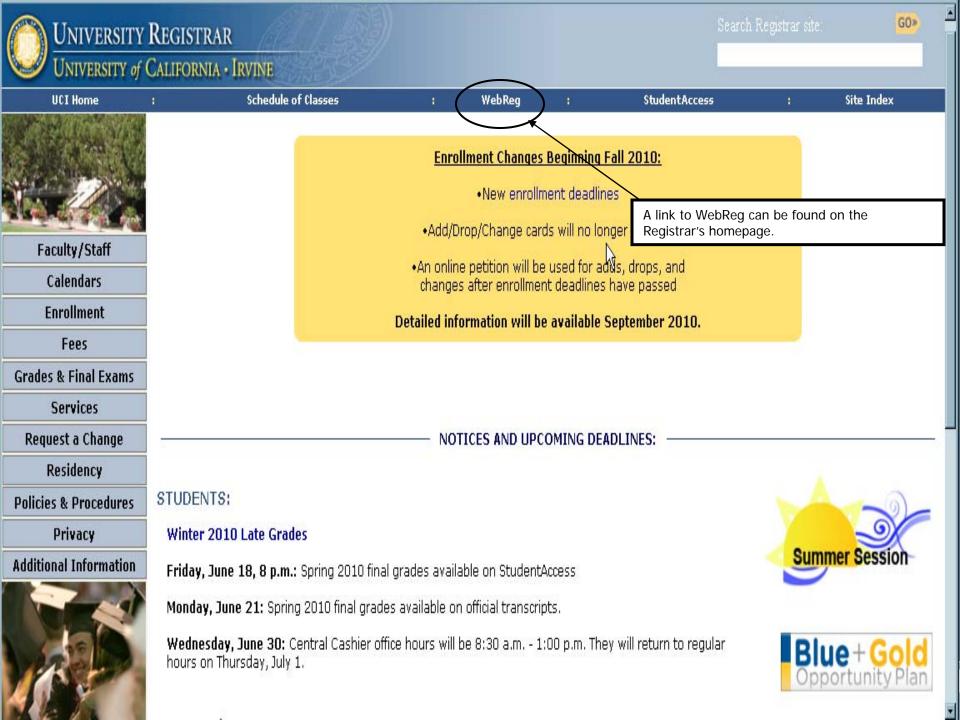
# Use WebReg to Enroll in Classes

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



Schedule of Classes WebReg **StudentAccess UCI Home** Site Index



## COURSE ENROLLMENT: WEBREG

#### **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.

required to log into WebReg

Faculty/Staff

#### Calendars

**Enrollment** 

Fees

#### **Grades & Final Exams**

Services

Request a Change

## Residency

Policies & Procedures

Privacy

#### **Additional Information**



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 onen on an established priority basis. **UCInetID** and password are

Continuing Students: To find your enrollment window, visit StudentAccess beginning the seventh week of the current quarter.

Access WebReg



#### UCInetID Secure Web Login

#### **UCInetID Information**

- Activate your UCInetID
- UCInetID Info

UCInetID and password are required to use WebReg

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 OIT.

# 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.

**UCI Home** Schedule of Classes WebReg Student Access

### 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.

GO»

Enrollment Menu

WEBREG

UNIVERSITY REGISTRAR

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.

## FALL Quarter Menu

Logout

Enrollment Changes Beginning Fall 2010

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

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



GO»

#### **Enrollment Information**

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

Fee Status Display whether your fees have been received.

Study List Display your class schedule.

Click here from the main menu to check for enrollment window.

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registrar@uci.edu • ph: (949) 824-6124 • fax: (949) 824-7896

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## **FALL Quarter Menu**

Logout

Enrollment Changes Beginning Fall 2010

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.

your enrollment window opens on MAY 18,'10 at 08:30am

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.

### **FALL Quarter Menu**

Logout

#### Enrollment Changes Beginning Fall 2010

**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.

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

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

GO»

UCI Home ; Schedule of Classes

WebReg

StudentAccess

Site Index

## **FALL Quarter Menu**

Logout

**Enrollment Menu** 

Add, drop, or change your course enrollment.

Wait list Menu

Add or drop courses on the Wait List.

To begin enrolling or make changes to an existing schedule.

## **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.

# 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
- 4<sup>th</sup> week through 10<sup>th</sup> 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.

# Add, Drop, Change Guidelines (Continued)

## Drop/Withdraw

- During the enrollment period through Friday, 5pm, of 2nd week via WebReg.
  - Instructors may chose 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 2<sup>nd</sup> week of instruction via WebReg.
  - Instructors may chose to control WebReg course enrollment via B or X codes.
- 3<sup>rd</sup> week through 5pm Friday of 10<sup>th</sup> week via petition.
  - Variable Units
    - Instructor or designee AND -
    - Approval of Dean of Major
  - Grading Option
    - Approval of Dean of Major

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.

WEBREG UNIVERSITY REGIST UNIVERSITY of CA	trar Alifornia • Irvine				Search R	kegistrar s	ite: GO»
UCI Home ;	Schedule of C	Classes	; WebReg	. 3	StudentAccess	1	Site Index
	Show Stud	y List Go	to Wait List Menu	Return to	Logout Main Menu		
	Request  • Add	Course Code	Grade Option	Variable Units	Authorization Code		
	C Change C Drop C List Open Section	44215	1=Grade, 2=P/NP Optional: Grade Option		s, Authorization Code		

Schedule of Classes		- 1	WebReg	- 1	StudentAccess	 Site Index
	Eni	rollm	ent Mer	ıu	Logout	
Show Study List	Go	to Wait	List Menu	Return to	Main Menu	
	e de			1,5		
	Sen	d Reques	st Res	et		
		lege Many Many Language		0.00		
Request Course	Code	Gra	de Option	Variable Units	Authorization Code	
O Add O Change		1=0	Grade, 2=P/NP			
O Drop O List Open Sections		Option	nal: Grade Optio	n, Variable Unit	s, Authorization Code	
de .						
44215 - class I	101	r adde	d - PRERI	Q NOT M	ET - SEE	
	ACAL	EMIC	COUNSE	.OR	LAN MAKE	

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

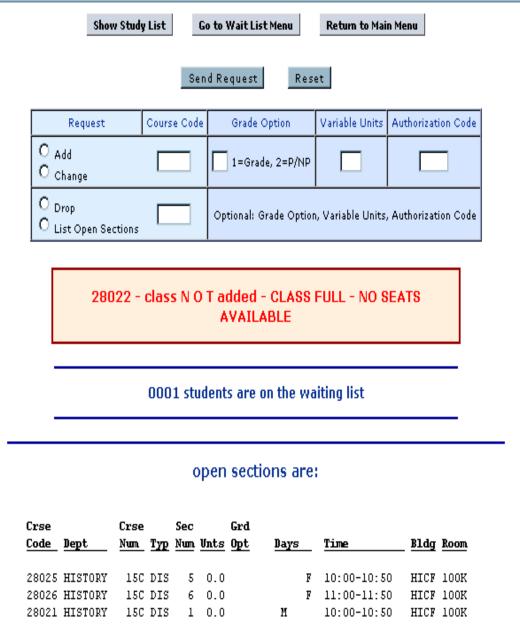
~~~

- 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 N O T added CLASS RESTRICTED TO MAJORS

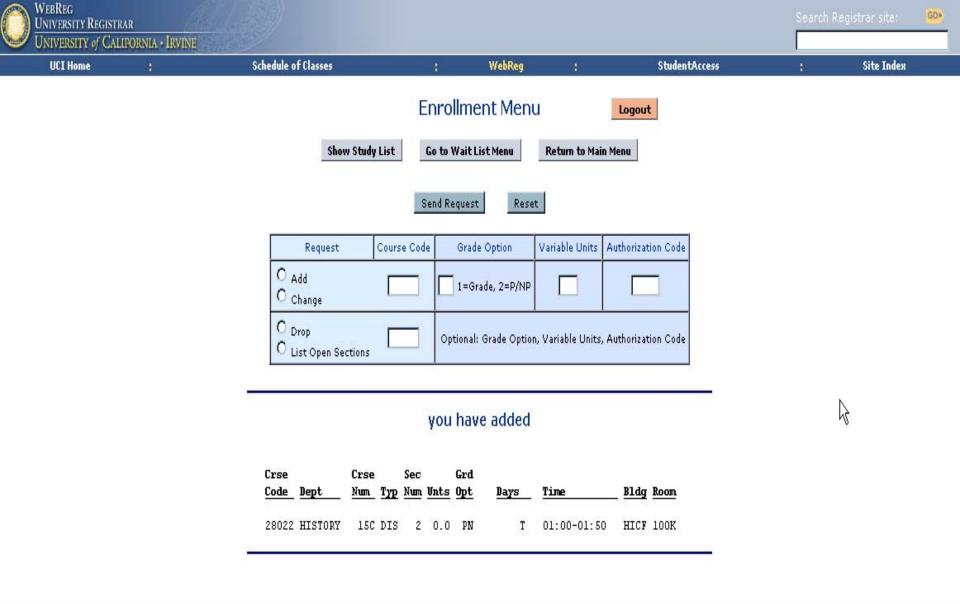
**Important Note**: Enrollment in 28020, HISTORY 15C, LEC is <u>tentative</u> the student MUST enroll in a discussion (DIS) before logging out. Failure to enroll in the lecture – AND – the discussion will result in a drop when logged out.

| Enrollment Menu Logout                                                                 |   |
|----------------------------------------------------------------------------------------|---|
| Show Study List Go to Wait List Menu Return to Main Menu                               |   |
| Send Request Reset                                                                     |   |
| Request Course Code Grade Option Variable Units Authorization Code                     |   |
| O Add                                                                                  |   |
| O Drop O List Open Sections Optional: Grade Option, Variable Units, Authorization Code |   |
|                                                                                        |   |
| NOTE:                                                                                  |   |
|                                                                                        | ß |
| you have TENTATIVELY added                                                             |   |
| Crse Crse Sec Grd <u>Code Dept Num Typ Num Unts Opt Days Time</u> <u>Bldg Room</u>     |   |
| 28020 HISTORY 15C LEC A 4.0 PN T T 09:30-10:50 HIB 100                                 |   |
|                                                                                        |   |
|                                                                                        |   |

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

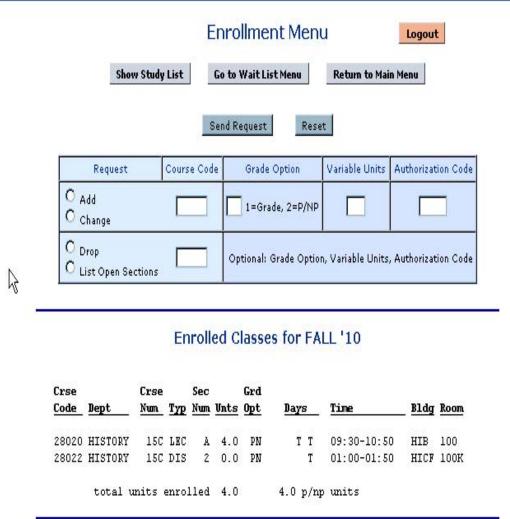


An attempt to add discussion section 28022 resulted in the above "class full" message. Check the open sections to pick another discussion to enroll in.



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.

# Enrollment Menu

Logout

| Show Study                 | / List Go   | to Wait List Menu      | Return to         | Main Menu            |
|----------------------------|-------------|------------------------|-------------------|----------------------|
|                            | Ser         | d Request Rese         | et                |                      |
| Request                    | Course Code | Grade Option           | Variable Units    | Authorization Coc    |
| O Add<br>O Change          | 28020       | 2 1=Grade, 2=P/NP      |                   |                      |
| O Drop O List Open Section | s           | Optional: Grade Option | n, Variable Units | , Authorization Code |

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.

Schedule of Classes StudentAccess Site Index WebReg **Enrollment Menu** Logout Show Study List Go to Wait List Menu Return to Main Menu Send Request Reset Authorization Code Variable Units Request Course Code Grade Option O Add 1 1=Grade, 2=P/NP 28020 Change O Drop Optional: Grade Option, VariaNe Units, Authorization Code C List Open Sections you have changed Grd Crse Crse Sec Bldg Room Num Typ Num Unts Opt Time Code Dept Days 28020 HISTORY 09:30-10:50 15C LEC A 4.0 GR HIB 100

A successful change in grade option from letter grade to P/NP.

**UCI** Home

GO»

: Site Index

**Enrollment Menu** 

WebReg

Logout

StudentAccess

Show Study List Go to Wait List Menu

Schedule of Classes

Return to Main Menu

Send Request

Reset

| Request                     | Course Code | Grade Option           | Variable Units    | Authorization Code   |
|-----------------------------|-------------|------------------------|-------------------|----------------------|
| O Add<br>O Change           |             | 1=Grade, 2=P/NP        |                   |                      |
| O Drop C List Open Sections | 28020       | Optional: Grade Option | n, Variable Units | , Authorization Code |

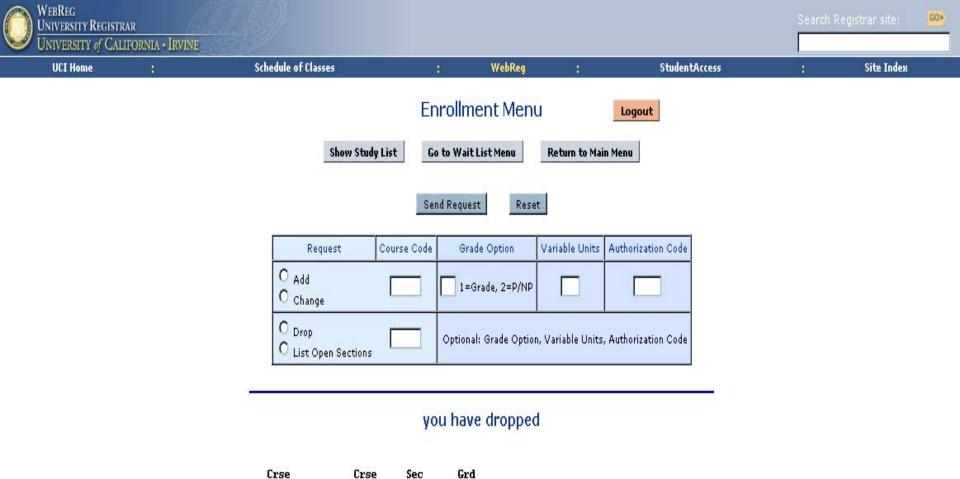
Dropping a class is easy

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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.

Num Unts Opt

A 4.0 GR

Time

09:30-10:50

Bldg Room

HIB

Days

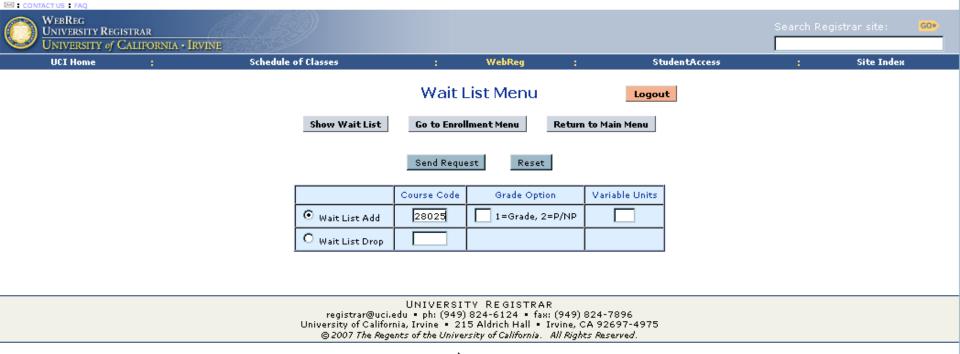
TT

Code Dept

28020 HISTORY

Num Typ

15C LEC



B

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 <a href="http://www.reg.uci.edu/enrollment/waitlistoption.html">http://www.reg.uci.edu/enrollment/waitlistoption.html</a>

Schedule of Classes WebReg StudentAccess Site Index **UCI Home** Wait List Menu Logout Show Wait List Go to Enrollment Menu Return to Main Menu Send Request Reset Course Code Variable Units Grade Option O Wait List Add 1=Grade, 2=P/NP C Wait List Drop you have wait listed Wait List Crse Sec Grd Crse Num Typ Num Unts Opt Position Code Dept Days Time B 28025 HISTORY 15C DIS 5 0.0 G 10:00-10:50

Class has been successfully added to the waitlist.

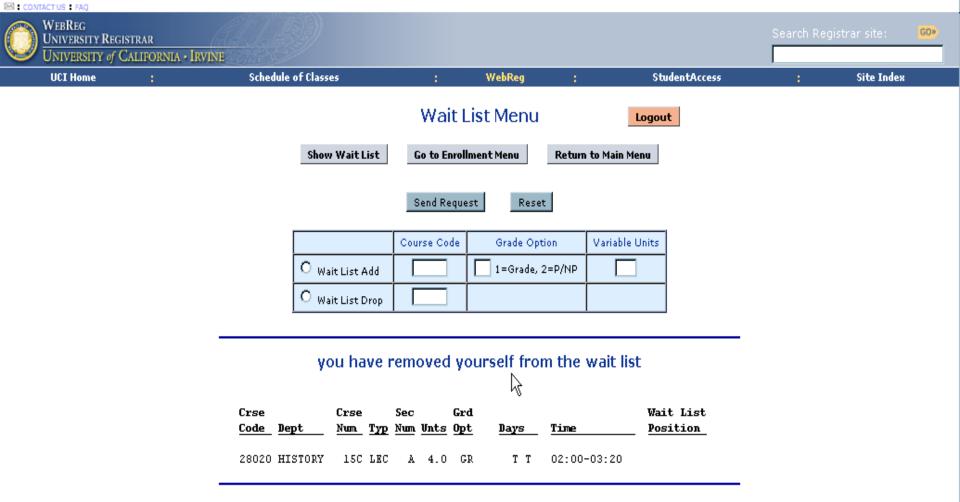


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If a student has decided he or she no longer wants the waitlisted class it must be dropped. The student can log onto WebReg and select "Waitlist Menu" then select "Wait List Drop" as shown in the example above.

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.

| 1111                                        | ,,,,       | uit | <i>/</i> | message.                              |                  |                 |                                         |      |               |      |             |             |      |       |           |
|---------------------------------------------|------------|-----|----------|---------------------------------------|------------------|-----------------|-----------------------------------------|------|---------------|------|-------------|-------------|------|-------|-----------|
| Bio Sci 93 DNA TO ORGANISMS (Prerequisites) |            |     |          |                                       |                  |                 |                                         |      |               |      |             |             |      |       |           |
| Code                                        | Тур        | Sec | Unt      | Instructor                            | Time             | Place           | Final                                   | Max  | Enr           | WL I | Req         | Nor         | Rstr | Ead W | eb Status |
| 05200                                       | Lec        | A   | 4        | O'DOWD, D.<br>WARRIOR, R.             | MWF 12:00-12:50p | <u>PSLH</u> 100 | Mon, Dec 7, 1:30-3:30pm                 | 444  | 19            | n/a  | 141         | 390         | A    | Ead   | OPEN      |
| 05201                                       | <u>Dis</u> | Al  | 0        | STEVENSON, J.                         | M 8:00-8:50      | <u>DBH</u> 1429 |                                         | 29   | 0             | n/a  | 1           | 26          |      | Ead   | OPEN      |
| 05202                                       | <u>Dis</u> | A2  | 0        | STEVENSON, J.                         | M 9:00-9:50      | DBH 1400        |                                         | 20   |               | /-   | 2           | 26          |      | F. J  | ODEN      |
| 05203                                       | <u>Dis</u> | AЗ  | 0        | STEVENSON, J.                         | M 10:00-10:50    | DBH: N          | ote section A (                         | (Co) | de <b>0</b> 5 | 520  | <b>)0</b> ) | le          | ctu  | re a  | ınd       |
| 05204                                       | <u>Dis</u> | Α4  | 0        | POMEROY, M.                           | Tu \$400-3:50p   | DBH: S          | ection A1-A12                           | (Co  | odes          | 05   | 20          | <b>)1</b> - | 052  | 215)  |           |
| 05205                                       | <u>Dis</u> | A5  | 0        | POMEROY, M.                           | Tu 4:00-4:50p    | DBH D           | iscussions. An                          | `    |               |      |             |             |      | ,     |           |
| 05206                                       | <u>Dis</u> | A6  | 0        | POMEROY, M.                           | Tu 5:00-5:50p    | DBH 1           | <b>5200</b> (section A                  |      | •             |      |             |             |      |       |           |
| 05207                                       | <u>Dis</u> | A7  | 0        | AMCHESLAVSKY, A.                      | W 8:00- 8:50     | DDH .           | `                                       | ,    |               |      |             |             |      |       | 51        |
| 05208                                       | <u>Dis</u> | 8A  | 0        | AMCHESLAVSKY, A.                      | W 9:00- 9:50     |                 | section B) will f                       |      |               |      |             |             |      | _     |           |
| 05209                                       | <u>Dis</u> | Α9  | 0        | AMCHESLAVSKY, A.                      | W 10:00-10:50    | <u>DBH</u> : "( | CO CLASS MIS                            | SMA  | <b>ATC</b>    | ٣ (  | Se          | ee          | the  | foll  | owing     |
| 05210                                       | <u>Dis</u> | A10 | 0        | ALVES, L.                             | Th 12:00-12:50p  | DBH e           | xample)                                 |      |               |      | •           |             |      |       |           |
| 05211                                       | <u>Dis</u> | A11 | 0        | ALVES, L.                             | Th 1:00-1:50p    | <u>DBH</u> 1422 | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 50   | 2             | IVa  | 4           | 20          |      | Lau   | OFEN      |
| 05212                                       | <u>Dis</u> | A12 | 0        | ALVES, L.                             | Th 2:00-2:50p    | <u>DBH</u> 1429 |                                         | 30   | 4             | n/a  | 3           | 26          |      | Ead   | NewOnly   |
| 05213                                       | <u>Dis</u> | A13 | 0        | KAAKE, R.                             | F 8:00-8:50      | <u>DBH</u> 1429 |                                         | 30   | 0             | n/a  | 0           | 26          |      | Ead   | OPEN      |
| 05214                                       | <u>Dis</u> | A14 | 0        | KAAKE, R.                             | F 9:00-9:30      | <u>DBH</u> 1429 |                                         | 29   | 0             | n/a  | 0           | 26          |      | Ead   | OPEN      |
| 05215                                       | <u>Dis</u> | A15 | 0        | KAAKE, R.                             | F 10:00-10:50    | <u>DBH</u> 1429 |                                         | 30   | 1             | n/a  | 3           | 26          |      | Ead   | OPEN      |
| 05220                                       | <u>Lec</u> | В   | 4        | O'DO <del>WD,</del> D.<br>WARRIOR, R. | MWF 1:00-1:50p   | <u>PSLH</u> 100 | Wed, Dec 9, 1:30-3:30pm                 | 444  | 14            | n/a  | 66          | 390         | A    | Ead   | OPEN      |
| 0 <del>5221</del>                           | <u>Dis</u> | Bl  | 0        | LEE, B.                               | M 11:00-11:50    | ICS 209         |                                         | 29   | 2             | n/a  | 4           | 26          |      | Ead   | OPEN      |
| 05222                                       | D          | B2  | 0        | LEE, B.                               | M 12:00-12:50p   | ICS 209         |                                         | 29   | 0             | n/a  | 0           | 26          |      | Ead   | OPEN      |
| 05223                                       | <u>Dis</u> | В3  | 0        | LEE, B.                               | M 2:00-2:50p     | <u>DBH</u> 1429 |                                         | 29   | 3             | n/a  | 2           | 26          |      | Ead   | NewOnly   |
| 05224                                       | <u>Dis</u> | В4  | 0        | Kashiwada, T.                         | Tu 11:00-11:50   | <u>DBH</u> 1429 |                                         | 29   | 2             | n/a  | 2           | 26          |      | Ead   | OPEN      |
| 05225                                       | <u>Dis</u> | BS  | 0        | KASHIWADA, T.                         | Tu 12:00-12:50p  | <u>DBH</u> 1429 |                                         | 29   | 0             | n/a  | 0           | 26          |      | Ead   | OPEN      |
| 05226                                       | <u>Dis</u> | В6  | 0        | KASHIWADA, T.                         | Tu 1:00-1:50p    | <u>DBH</u> 1429 |                                         | 29   | 1             | n/a  | 1           | 26          |      | Ead   | OPEN      |

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.

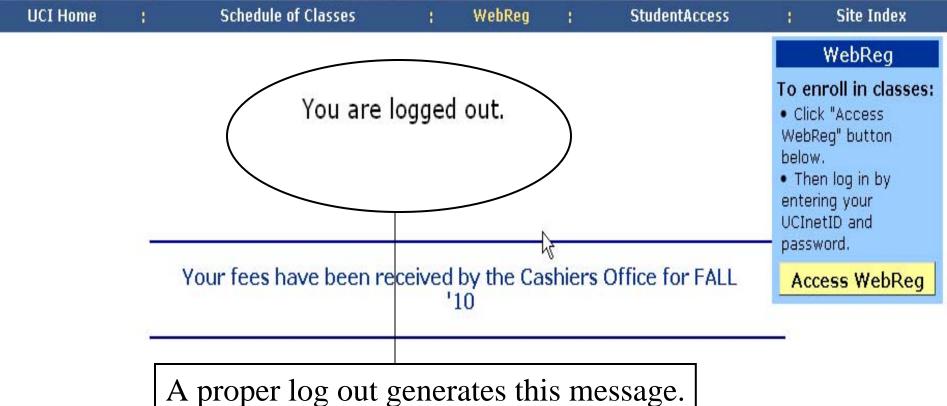


GO»

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.



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# 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