HOW TO REGISTER FOR CLASSES
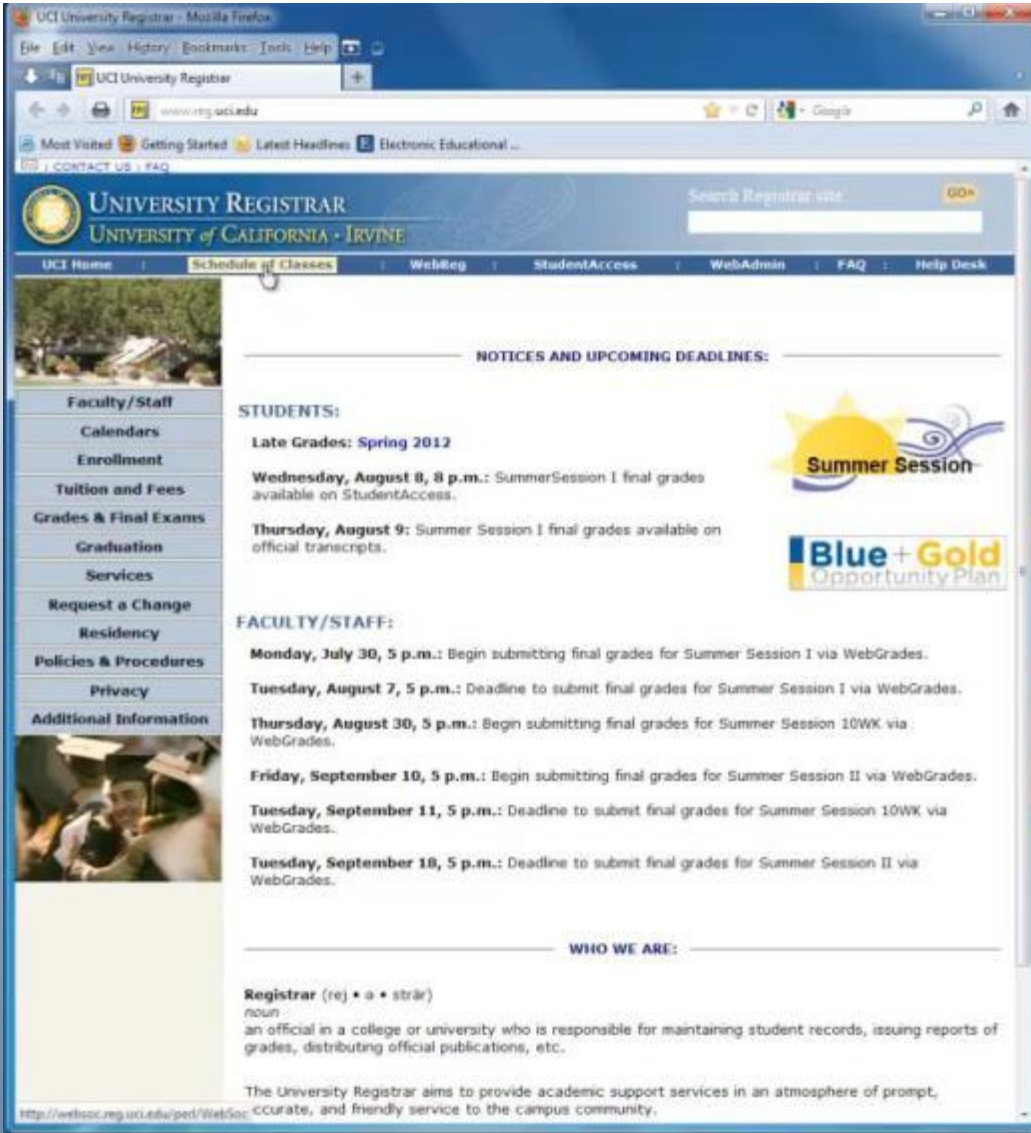
UNIVERSITY *of* CALIFORNIA · IRVINE

Claire Trevor School of the Arts

Navigating the Schedule of Classes

Visit www.reg.uci.edu

Click on Schedule of Classes

Choose Your Department

Click on Department Name to choose the department in which your desired class is located

You can also filter to view classes in individual GE categories

Departmental Comments

Prerequisites & Course Restriction Codes

Read the Department Comments for department add/drop dates, policies, restrictions, and dates

Check course for any prerequisites or restrictions. Click on Prerequisites for any requirements. Explanation of Course Restriction Codes can be Found here: http://www.reg.uci.edu/enrollment/restrict_codes.html

Reading the Course

Physics	3A	**BASIC PHYSICS I**	(Prerequisites)												

Code	Type	Sec	Units	Instructor	Time	Place	Final	Max	Enr	WL	Req	Nor	Rstr	Textbooks	Web	Status
47100	Lec	A	4	WU, R.	MWF 3:00- 3:50p	PSLH 100	Mon, Dec 10, 4:00-6:00pm	405	371	4	433	40	A and M	Bookstore		NewOnly
47101	Dis	A1		WU, R. STAFF	Tu 8:00- 8:50	HICF 100P		40	35	0	37	4	A and M	Bookstore		OPEN
47102	Dis	A2	0	WU, R. STAFF	Tu 9:00- 9:50	HICF 100P		41	38	0	40	4	A and M	Bookstore		NewOnly
47103	Dis	A3		WU, R. STAFF	Tu 10:00-10:50	HICF 100P		41	37	0	39	4	A and M	Bookstore		NewOnly
47104	Dis	A4	0	WU, R. STAFF	Tu 11:00-11:50	HICF 100P		41	41	2	45	4	A and M	Bookstore		Waitl
47105	Dis	A5	0	WU, R. STAFF	Tu 12:00-12:50p	HICF 100P		40	36	1	40	4	A and M	Bookstore		NewOnly
47106	Dis	A6	0	WU, R. STAFF	Tu 1:00- 1:50p	HICF 100P		41	37	0	37	4	A and M	Bookstore		NewOnly
47107	Dis	A7	0	WU, R. STAFF	Tu 2:00- 2:50p	HICF 100P		40	36	1	39	4	A and M	Bookstore		NewOnly
47108	Dis	A8	0	WU, R. STAFF	Tu 3:00- 3:50p	RH 108		41	37	0	40	4	A and M	Bookstore		NewOnly
47109	Dis	A9	0	WU, R. STAFF	Tu 4:00- 4:50p	HICF 100N		40	38	0	36	4	A and M	Bookstore		NewOnly
47110	Dis	A10	0	WU, R. STAFF	Tu 5:00- 5:50p	RH 108		40	36	0	35	4	A and M	Bookstore		NewOnly
47130	Lec	B	4	KIRKBY, A.	TuTh 12:30- 1:50p	HSLH 100A	Fri, Dec 14, 10:30-12:30pm	344	336	8	373	34	A and M	Bookstore		NewOnly
47131	Dis	B1	0	KIRKBY, A. STAFF	W 8:00- 8:50	HICF 100P		43	35	0	35	4	A and M	Bookstore		OPEN
47132	Dis	B2	0	KIRKBY, A. STAFF	W 9:00- 9:50	HICF 100P		43	43	1	43	4	A and M	Bookstore		Waitl
47133	Dis	B3	0	KIRKBY, A. STAFF	W 10:00-10:50	HICF 100P		43	43	0	48	4	A and M	Bookstore		Waitl

You can view course descriptions in the course catalogue: http://www.catalogue.uci.edu/

Note any discussions/labs you need to register for along with your course

To view column definitions, go here: http://websoc.reg.uci.edu/help/WebSoc-Columns.shtml
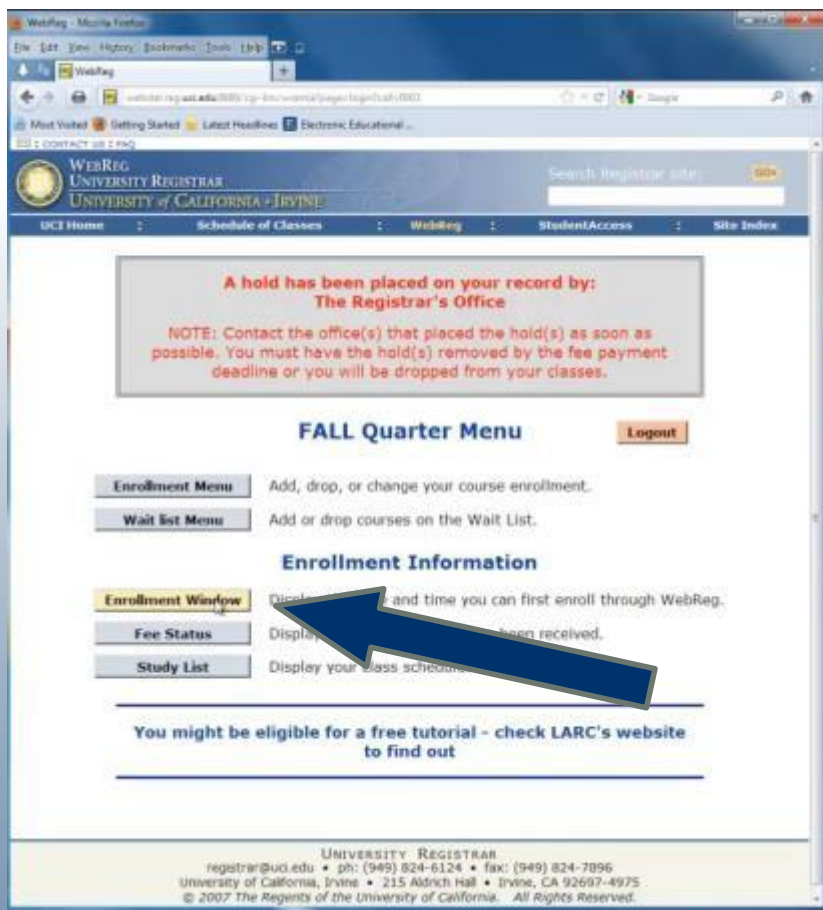
Logging into WebReg

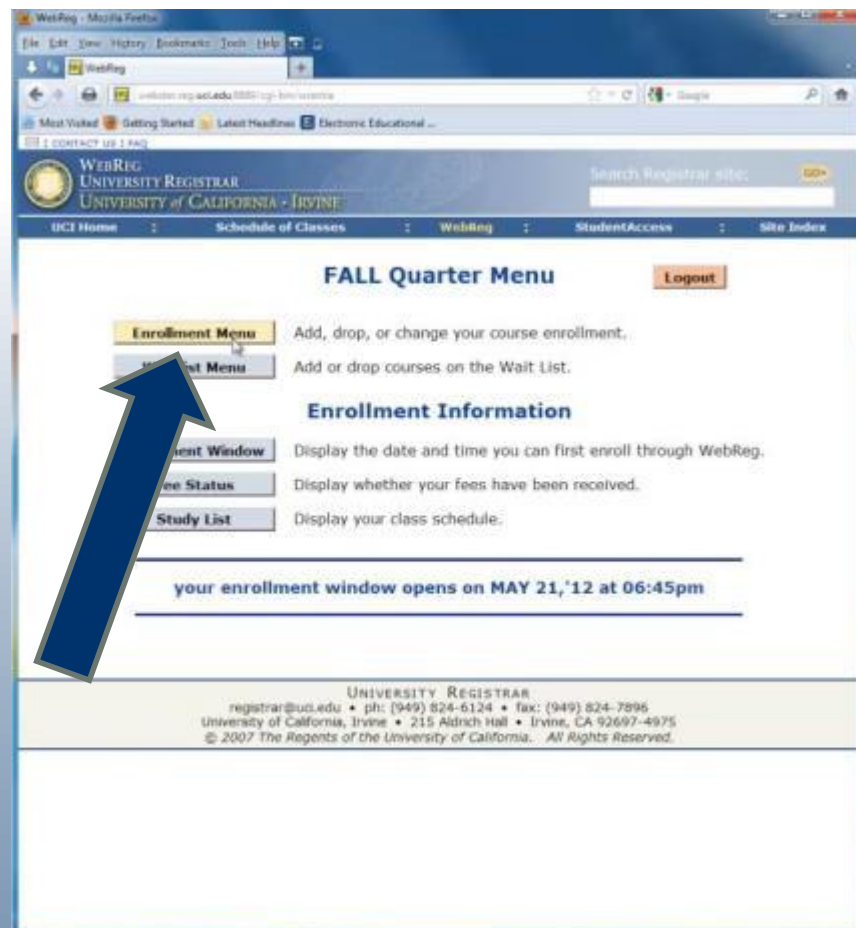

Click on Access WebReg from
http://www.reg.uci.edu/registrar/soc/webreg.html
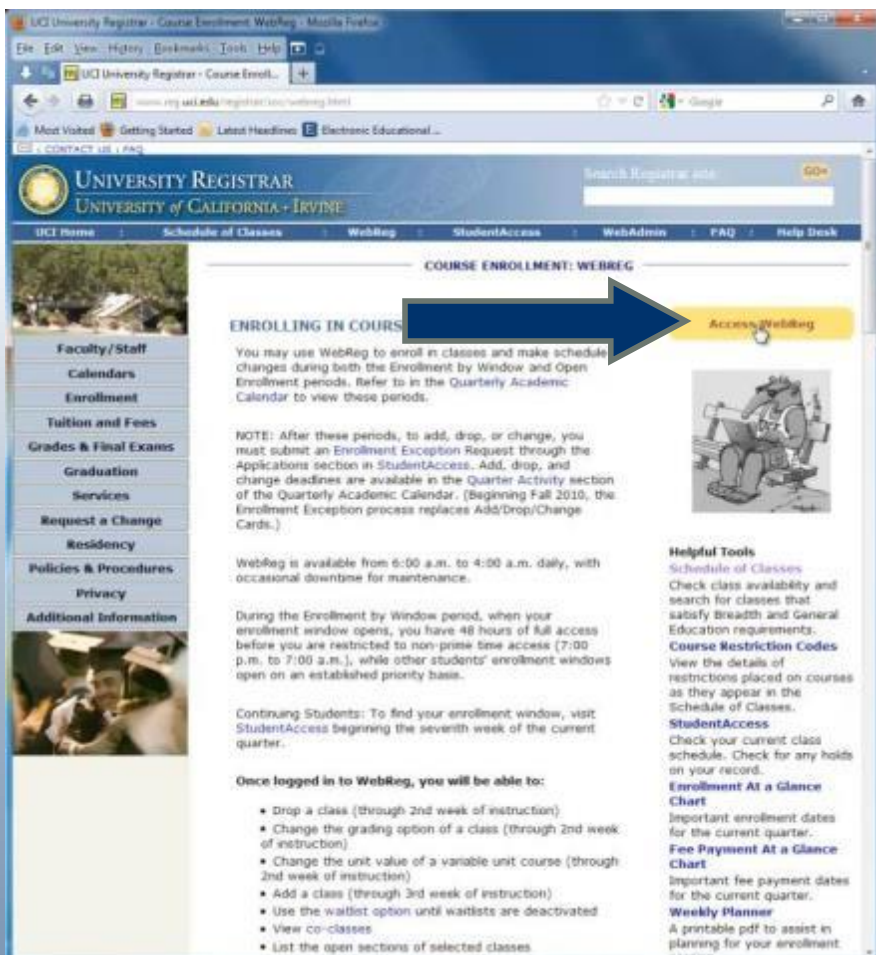
Log in using your UC NetID and Password

Enrollment Window

Registering for Classes

- Click on Enrollment Window to view your enrollment time
- You can log in during the 6th week to see when your enrollment window opens
- Enrollment for the following quarter typically begins during the 8th week of the quarter

- Click Enrollment Menu to begin enrolling
- You have 48 hours to register once your window opens, after which you can register from 7PM-7AM
- Check Registrar's calendar for important enrollment dates:
http://www.reg.uci.edu/navigation/calendars.html

Adding Classes

- Insert course code (found on Schedule of classes) to WebReg and Add
- Add Grade Option if needed
- Add Variable Units, if necessary (for classes whose units can vary)
- Add Authorization Code, if necessary (If needed, contact Instructor or Department)
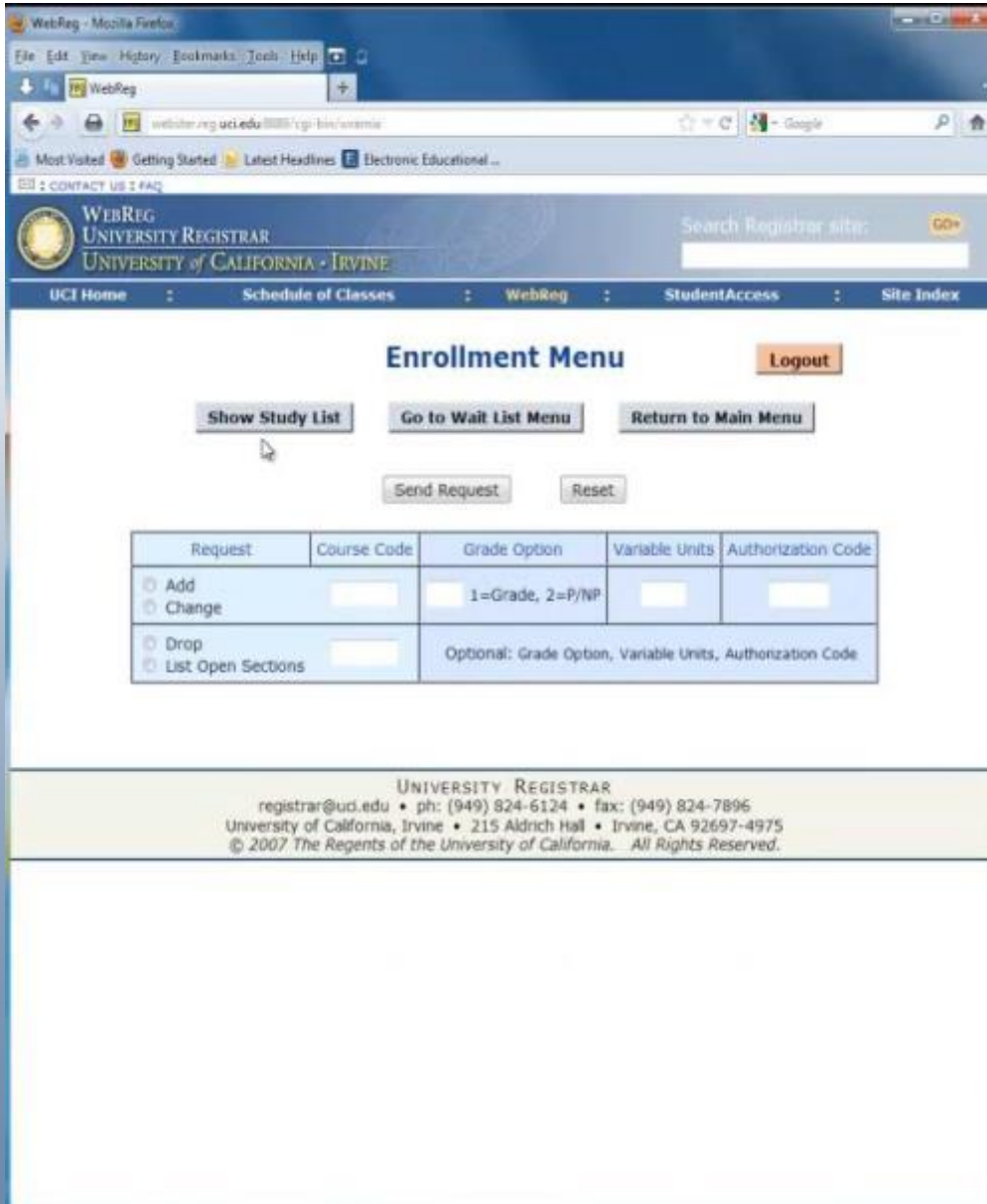
Waitlisting a Class

If you attempt to enroll in a class that is full but has an active waitlist, click on "Go to Waist List Menu" and put yourself on the waitlist

If space becomes available and you are next on the waitlist, you will be added to the class and an email will be sent to you.

*Waitlisted courses count against your total registered unit count, so although you may be registered for less than 18, your waitlisted course units count

Adding/Dropping Classes on WebReg

- You may add, drop, or change units or grading options on WebReg through 5PM Friday of the <u>second week</u> of instruction

- After 5PM of the second week, for any *adds, drops or changes*, use enrollment exceptions found on your **Student Access**, Applications section

Dropping a Course or Changing Units/Grading

To drop a course, follow the same steps as adding a course, except add the course code under the "drop" box, and click "send request"

To change units or the grade option, add the course code under the request box and click "change", then note the unit or grade option change

View your Classes

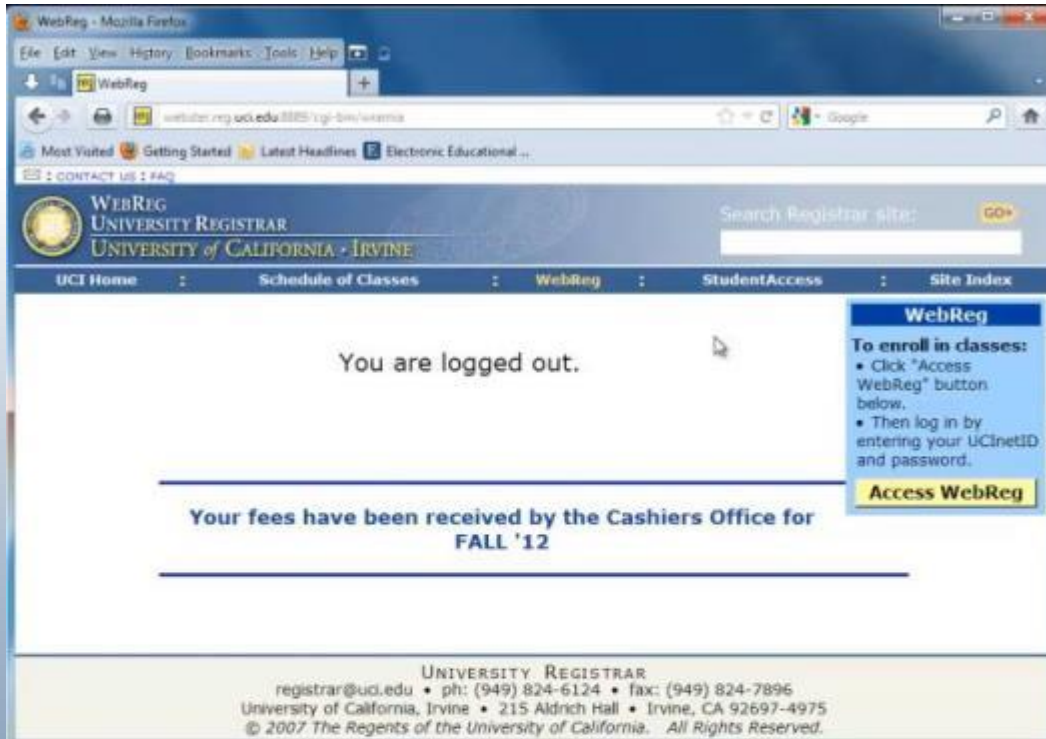Click "Show Study List" to view the classes in which you're enrolled in

"you have added" = successful add

"you have dropped" = successful drop

"you have tentatively added" = you need to add a co-course (such as a lab or discussion) to complete the add

"you have changed" = successful change of grade option/ or units

You Have Successfully Registered for Classes!