

# HOW TO REGISTER FOR CLASSES

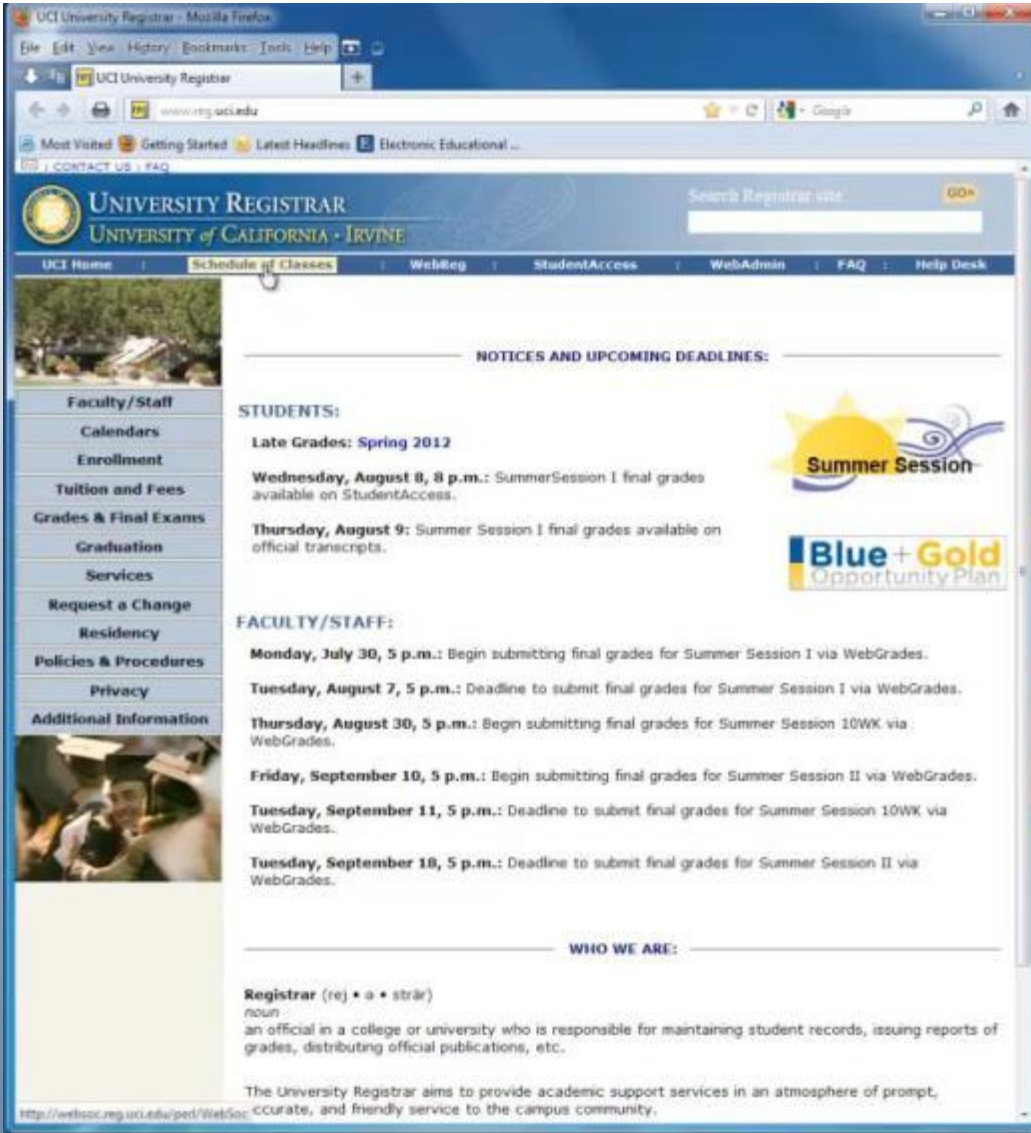
UNIVERSITY of CALIFORNIA • IRVINE

Claire Trevor School of the Arts

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# Navigating the Schedule of Classes



The screenshot shows the UCI University Registrar website in a Mozilla Firefox browser window. The address bar displays 'www.reg.uci.edu'. The website header includes the UCI logo and the text 'UNIVERSITY REGISTRAR UNIVERSITY of CALIFORNIA • IRVINE'. A search bar is located in the top right. A navigation menu below the header includes 'UCI Home', 'Schedule of Classes', 'WebReg', 'StudentAccess', 'WebAdmin', 'FAQ', and 'Help Desk'. The 'Schedule of Classes' link is highlighted with a mouse cursor. On the left side, there is a vertical menu with categories such as 'Faculty/Staff', 'Calendars', 'Enrollment', 'Tuition and Fees', 'Grades & Final Exams', 'Graduation', 'Services', 'Request a Change', 'Residency', 'Policies & Procedures', 'Privacy', and 'Additional Information'. The main content area features a section titled 'NOTICES AND UPCOMING DEADLINES:'. Under the 'STUDENTS:' heading, there are notices about late grades for Spring 2012 and Summer Session I final grades available on August 8 and 9. There are also logos for 'Summer Session' and 'Blue + Gold Opportunity Plan'. Under the 'FACULTY/STAFF:' heading, there are several notices regarding the submission of final grades for Summer Session I and II via WebGrades, with specific dates and times. At the bottom, there is a 'WHO WE ARE:' section defining the Registrar role and stating the mission of the University Registrar.

Visit [www.reg.uci.edu](http://www.reg.uci.edu)

Click on Schedule of Classes



# Choose Your Department



Schedule of Classes - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Schedule of Classes

websec.reg.ucl.edu/perf/WebSec

Most Visited Getting Started Latest Headlines Electronic Educational ...

CONTACT US | FAQ THURSDAY, JULY 12, 2012

 UNIVERSITY REGISTRAR  
UNIVERSITY of CALIFORNIA • IRVINE

Search Registrar site:  GO

UCI Home | Schedule of Classes | WebReg | StudentAccess | WebAdmin

Schedule of Classes

(Specify as many fields below as you want, but ONE or more of the red asterisk \*\* fields MUST be specified)

Display Web Results Display Text Results Reset Menu

Terms: 2012 Fall Quarter

Display Options:  Show course comments  Show finals schedule

\* General Education (breadth): Do not filter for General Education (GE) categories

\* Department Name: Include All Departments

Course Number or Range: NUR SCI ... Nursing Science (started 2007 Fall)

Course Level: OB/GYN ... Obstetrics and Gynecology

\* Course Code or Range: OPHTHAL ... Ophthalmology

\* Instructors: PATH ... Pathology and Laboratory Medicine

Course Title Contains: PED GEN ... Pediatrics Genetics

Course Type: PEDI ... Pediatrics

Units: PERSIAN ... Persian (started 2005 Fall)

Days: PHARM ... Medical Pharmacology

Starts Time After: PHLOS ... Philosophy

Ending Time Before: PHRMSCI ... Pharmaceutical Sciences (started 2007 Fall)

Maximum Capacity: PHY ED ... Physical Education (until 1995 Spg)

Courses Full Option: PHY SCI ... Physical Science (started 1993 Fall)

Web Front Size Percentage: PHYSICS ... Physics

Cancelled Courses: PHYSIO ... Physiology and Biophysics

Meeting Place: PM&R ... Physical Medicine and Rehabilitation

Display Web Results Display Text Results Reset Menu

To learn more about an input field above, click on its name in the left column.

Questions or comments about this program? Send email to [registrar@uci.edu](mailto:registrar@uci.edu)

Questions about the course comments or data displayed? Please contact the appropriate [Department Counselor](#)

Schedule of Classes (WebSOC) version 3.2

UNIVERSITY REGISTRAR  
registrar@uci.edu • ph: (949) 824-6124 • fax: (949) 824-7896  
University of California, Irvine • 215 Aldrich Hall • Irvine, CA 92697-4973  
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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

**School of Physical Sciences**

**School of Physical Sciences comments:**

**DROP:** The deadline to drop courses in the School of Physical Sciences is the end of Week 2 by 3:00PM. Drops can be made in WebTag.

**CHANGE:** The deadline to change grade option or variable units is the end of Week 2 by 3:00PM. Changes can be made in WebTag.

**ADD:** The deadline to add courses in the School of Physical Sciences is the end of Week 3 by 3:00PM. Adds can be made in WebTag.

**Physics**

**Physics department comments:**

You will refer to the WebDOC frequently for updates concerning course changes, including adds, cancellations, and day time-room adjustments. Please also visit <http://www.physics.uci.edu/studentaffairs> for answers to frequently asked questions.

**ADD/DROPS FOR PHYSICS COURSES 2 THROUGH 99**

**DROP LECTURE, DISCUSSION & LAB:** The deadline to drop any Physics course is Friday, October 12, 2012 (end of Week 2). Drops must be made using WebTag.

**ADD LAB:** The deadline to add a Physics Lab is Friday, October 12, 2012 (end of Week 2). Adds must be made using WebTag. This deadline is applicable to all students including ACCESS Extension students.

**ADD LECTURE AND DISCUSSION:** The deadline to add a Physics Lecture and Discussion is Friday, October 19, 2012 (end of Week 3). Adds must be made using WebTag. NO ADDS WILL BE ALLOWED AFTER THIS DATE.

**STUDENTS WHO FAIL TO FILE A DROP WILL RECEIVE A GRADE OF "NR" IN THE COURSE. AN "NR" TURNS TO A "F" OR "NP" AFTER ONE QUARTER OF ATTENDANCE.**

**PREREQUISITE CHECKING-ON PHYSICS 7C:**

Students who wish to enroll in Physics 7C must either pass Physics 7 with a minimum grade of C or take the Physics 7C placement exam. Please refer to <http://www.physics.uci.edu/physics.html> for information regarding the Physics 7C placement exam.

**REPEAT STUDENTS**

**NEW POLICY!!!**

You will NOT have access to Physics 1 courses you wish to repeat when your enrollment window opens. If your grade was an F, enroll on September 21, at 10:00am. If your grade was between C- and D-, enroll on the first day of class, at 10:00am, via WebTag (no add cards). An alternative is to enroll in the class in Summer Session.

**USING THE WAITLIST SYSTEM:** The waitlist system for all Physics courses will be activated through the enrollment drop deadline - Friday, October 12, 2012 (end of Week 2). Placement on the waitlist does not guarantee enrollment in the class. If you are unable to add through the waitlist system, you must register in an open section using WebTag by the enrollment deadline. Students still on the waitlist after October 12, 2012 (end of Week 2) will not be added. Visit <http://www.reg.uci.edu/register/waitlist.html> for more information regarding the waitlist system.

**DISCUSSION SECTIONS**

- The Physics Tutoring Center is available to students in Physics 7, 8 and 9. Please check <http://www.physics.uci.edu/studentaffairs> for scheduling.
- Enrollment in lectures and discussions is required. Most sections fill to capacity so students should plan their schedules carefully and enroll as early as possible using WebTag. See above for information on how to add drop a discussion section.
- Attendance in your assigned discussion section is MANDATORY throughout the quarter. No quizzes or exams will be graded for students who do not attend their assigned sections.

**LABORATORY SECTIONS**

- Vendor's Day will be observed on Monday, November 12, 2012. Physics 8C, 7C & 12A students with Monday sections will meet on Tuesday, November 13 at the regularly scheduled time.
- Most sections fill to capacity so students should view their schedules carefully and enroll as early as possible using WebTag. See above for

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

# Prerequisites & Course Restriction Codes

Code	Type	Sec	Units	Instructor	Time	Place	Final	Max	Enr	WL	Req	Yer	Units	Textbooks	Web	Status	
47100	Lec	A	4	WU, R.	MON-FRI 8:00-11:00	PHS 100	Mon, Dec 10, 4:00-6:00pm	405	371	4	433	00	4	A and M	Bookstore		New Only
47101	Dis	A1	0	WU, R. STAFF	Tu 8:00-9:00	HICE 100P		40	34	0	39	00	4	A and M	Bookstore		OPEN
47102	Dis	A2	0	WU, R. STAFF	Tu 9:00-10:00	HICE 100P		40	34	0	39	00	4	A and M	Bookstore		New Only
47103	Dis	A3	0	WU, R. STAFF	Tu 10:00-11:00	HICE 100P		41	37	0	39	00	4	A and M	Bookstore		New Only
47104	Dis	A4	0	WU, R. STAFF	Tu 11:00-12:00	HICE 100P		41	41	2	45	00	4	A and M	Bookstore		Wait
47105	Dis	A5	0	WU, R. STAFF	Tu 2:00-3:00	HICE 100P		40	36	1	40	00	4	A and M	Bookstore		New Only
47106	Dis	A6	0	WU, R. STAFF	Tu 3:00-4:00	HICE 100P		41	37	0	37	00	4	A and M	Bookstore		New Only
47107	Dis	A7	0	WU, R. STAFF	Tu 4:00-5:00	HICE 100P		40	36	1	39	00	4	A and M	Bookstore		New Only
47108	Dis	A8	0	WU, R. STAFF	Tu 5:00-6:00	HICE 100P		41	37	0	40	00	4	A and M	Bookstore		New Only
47109	Dis	A9	0	WU, R. STAFF	Tu 6:00-7:00	HICE 100P		40	38	0	36	00	4	A and M	Bookstore		New Only
47110	Dis	A10	0	WU, R. STAFF	Tu 7:00-8:00	HICE 100P		40	36	0	35	00	4	A and M	Bookstore		New Only
47130	Lec	B	4	KIRKBY, A.	TuTh 12:30-1:50	PHS 100A	Fri, Dec 14, 10:30-12:30pm	344	336	8	373	34	4	A and M	Bookstore		New Only
47131	Dis	B1	0	KIRKBY, A. STAFF	W 8:00-8:30	HICE 100P		43	35	0	35	00	4	A and M	Bookstore		OPEN
47132	Dis	B2	0	KIRKBY, A. STAFF	W 9:00-9:50	HICE 100P		43	43	1	43	00	4	A and M	Bookstore		Wait
47133	Dis	B3	0	KIRKBY, A. STAFF	W 10:00-10:50	HICE 100P		43	43	0	48	00	4	A and M	Bookstore		Wait

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](http://www.reg.uci.edu/enrollment/restrict_codes.html)

# Reading the Course

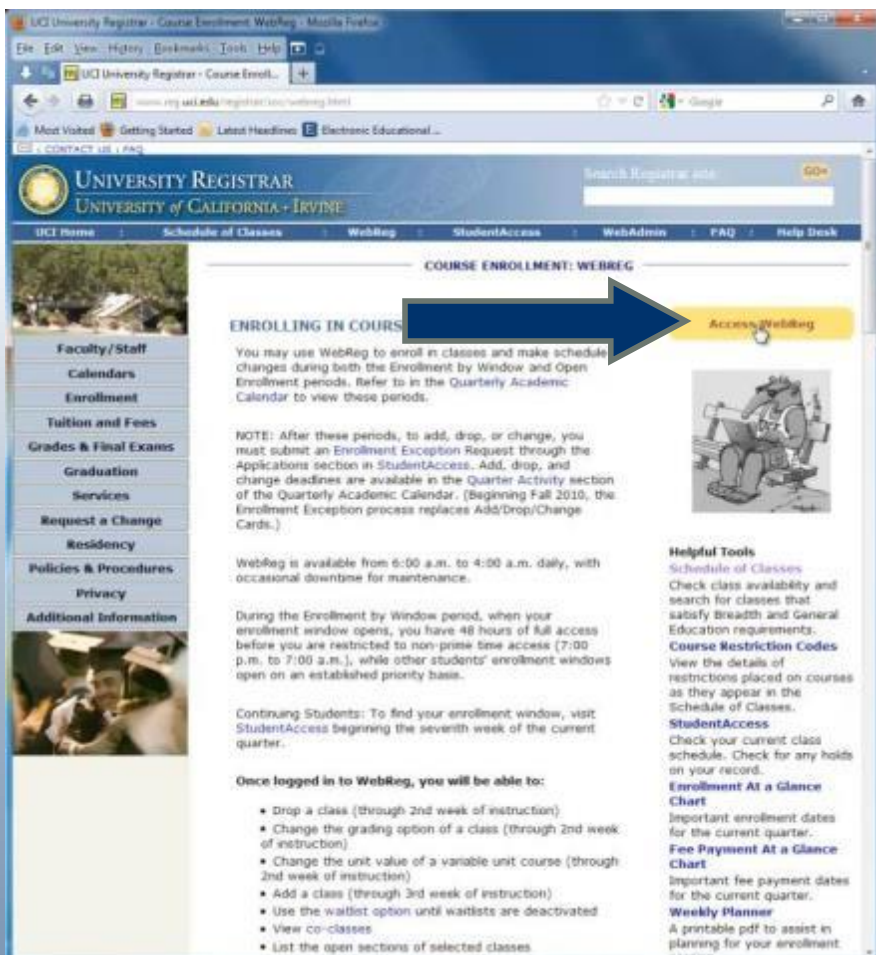
Physics 3A		BASIC PHYSICS I		(Prerequisites)												
Code	Type	Sec	Units	Instructor	Time	Place	Final	Max	Enr	WL	Req	Nor	Rstr	Textbooks	Web	Status
47100	Lec	A	4	WU, R.	MWF 3:00- 3:50p	PSLH 100	Mon, Dec 10, 4:00-6:00pm	405	371	4	433	40	A and M	Bookstore		NewOnly
47101	Dis	A1	0	WU, R. STAFF	Tu 8:00- 8:50	HICE 100P		40	35	0	37	4	A and M	Bookstore		OPEN
47102	Dis	A2	0	WU, R. STAFF	Tu 9:00- 9:50	HICE 100P		41	38	0	40	4	A and M	Bookstore		NewOnly
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47104	Dis	A4	0	WU, R. STAFF	Tu 11:00-11:50	HICE 100P		41	41	2	45	4	A and M	Bookstore		Wait!
47105	Dis	A5	0	WU, R. STAFF	Tu 12:00-12:50p	HICE 100P		40	36	1	40	4	A and M	Bookstore		NewOnly
47106	Dis	A6	0	WU, R. STAFF	Tu 1:00- 1:50p	HICE 100P		41	37	0	37	4	A and M	Bookstore		NewOnly
47107	Dis	A7	0	WU, R. STAFF	Tu 2:00- 2:50p	HICE 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	HICE 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
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47132	Dis	B2	0	KIRKBY, A. STAFF	W 9:00- 9:50	HICE 100P		43	43	1	43	4	A and M	Bookstore		Wait!
47133	Dis	B3	0	KIRKBY, A. STAFF	W 10:00-10:50	HICE 100P		43	43	0	48	4	A and M	Bookstore		Wait!

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>

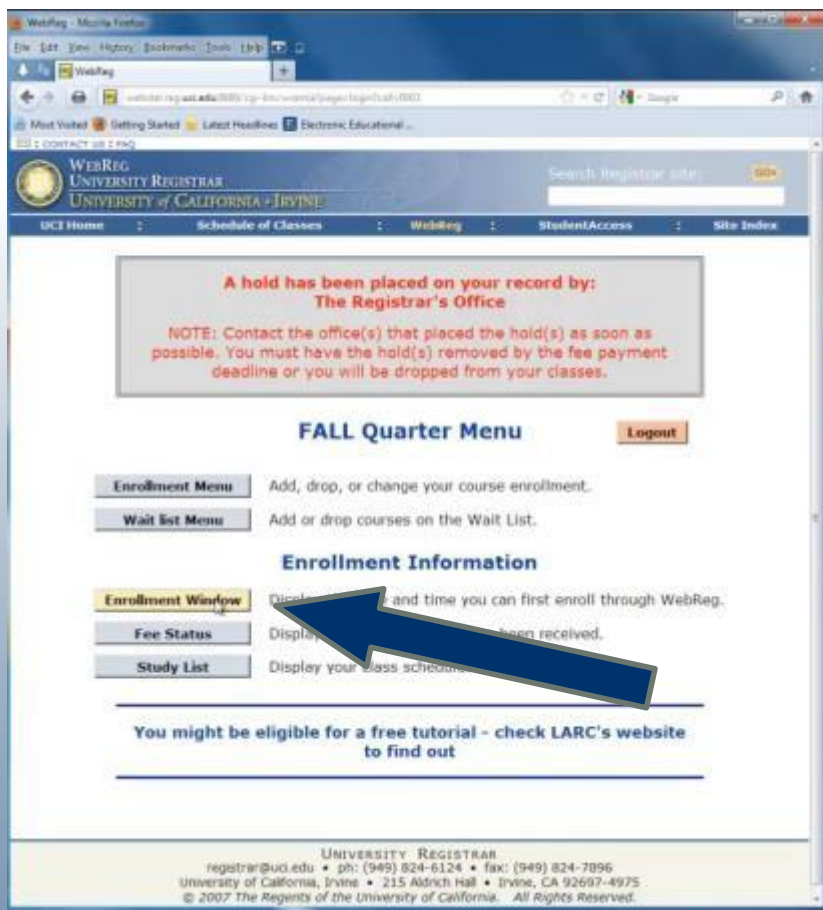
# Logging into WebReg



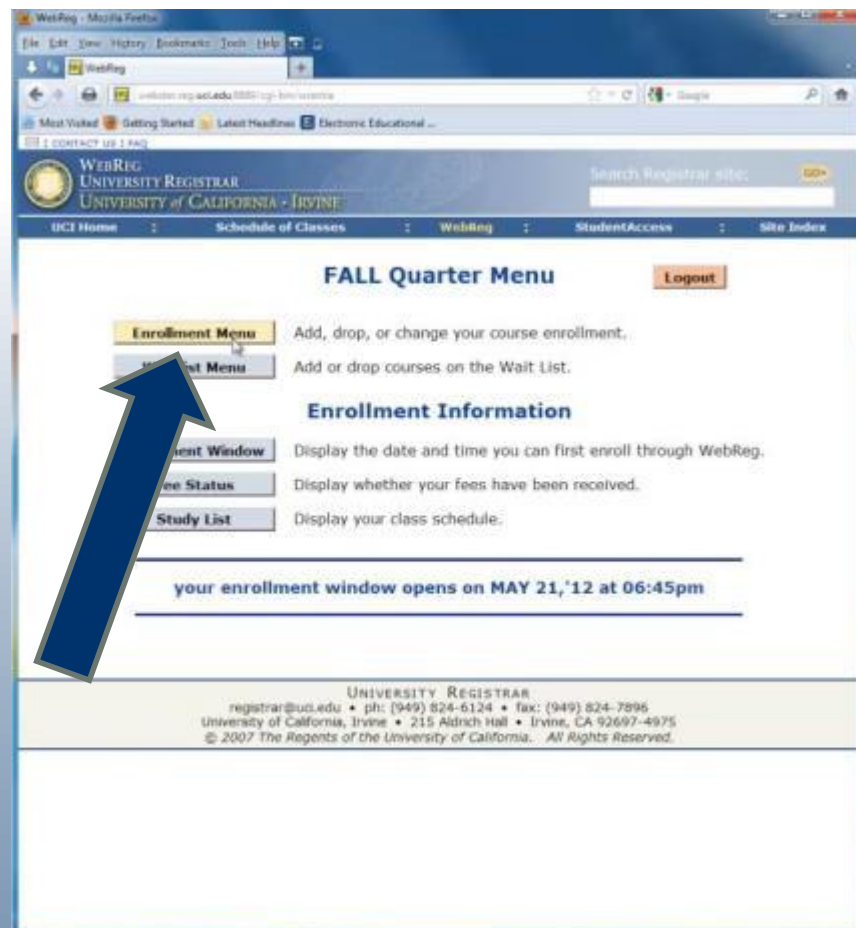
Log in using your UC NetID and Password

Click on Access WebReg from <http://www.reg.uci.edu/registrar/soc/webreg.html>

# Enrollment Window



# Registering for Classes



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

The image shows two browser windows side-by-side. The left window displays the 'UCI Schedule of Classes' for 'BASIC PHYSICS I'. A blue circle highlights the course code '41100' in the first row. A blue arrow points from this circle to the 'Add' button in the 'Enrollment Menu' of the right window. The 'Enrollment Menu' has a table with the following data:

Request	Course Code	Grade Option	Variable Units	Authorization Code
<input checked="" type="radio"/> Add	41100	1=Grade, 2=P/NP		
<input type="radio"/> Change				
<input type="radio"/> Drop		Optional: Grade Option, Variable Units, Authorization Code		
<input type="radio"/> List Open Sections				

The right window also shows the 'Enrollment Menu' with buttons for 'Show Study List', 'Go to Wait List Menu', 'Return to Main Menu', 'Send Request', and 'Reset'. At the bottom, contact information for the University Registrar is provided.

- 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

The screenshot shows the 'Enrollment Menu' with several buttons: 'Show Study List', 'Go to Wait List Menu', and 'Return to Main Menu'. A blue arrow points to the 'Go to Wait List Menu' button. Below the buttons is a table with columns for Request, Course Code, Section, Variable Units, and Authorization Code. The 'Request' column has radio buttons for 'Add', 'Change', 'Drop', and 'List Open Sections'. The 'Section' column has a dropdown menu with 'e, 2=P/NP' selected. The 'Variable Units' and 'Authorization Code' columns have input fields.

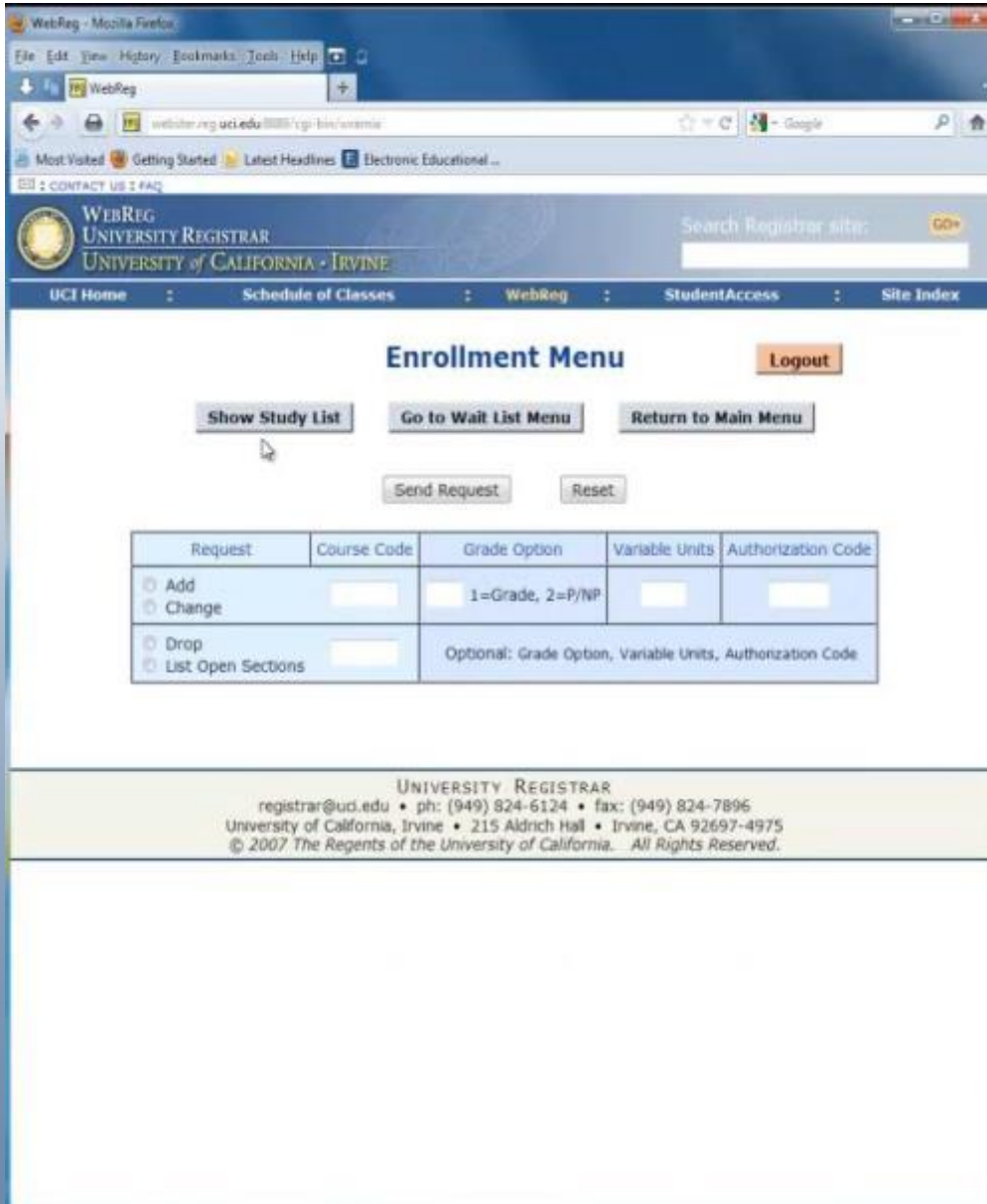
If you attempt to enroll in a class that is full but has an active waitlist, click on “Go to Wait List Menu” and put yourself on the waitlist

The screenshot shows the 'Wait List Menu' with buttons: 'Show Wait List', 'Go to Enrollment Menu', 'Return to Main Menu', 'Send Request', and 'Reset'. Below the buttons is a table with columns for Course Code, Grade Option, and Variable Units. The 'Grade Option' column has a dropdown menu with '1=Grade, 2=P/NP' selected. The 'Course Code' and 'Variable Units' columns have input fields. The 'Wait List Add' radio button is selected.

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



WebReg - Mozilla Firefox

File Edit View History Bookmarks Tools Help

WebReg

webster.reg.uci.edu/cgi-bin/online

Most Visited Getting Started Latest Headlines Electronic Educational ...

CONTACT US 1442

WEBREG UNIVERSITY REGISTRAR UNIVERSITY of CALIFORNIA - IRVINE

Search Registrar site:  GO

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

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

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

The screenshot shows the WebReg interface for the University of California, Irvine. The 'Enrollment Menu' is visible, with a 'Send Request' button highlighted by a blue arrow. Below the menu is a table for course requests:

Request	Course Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add		1=Grade, 2=P/NP		
<input type="radio"/> Change				
<input checked="" type="radio"/> Drop	20200	Optional: Grade Option, Variable Units, Authorization Code		
<input type="radio"/> List Open Sections				

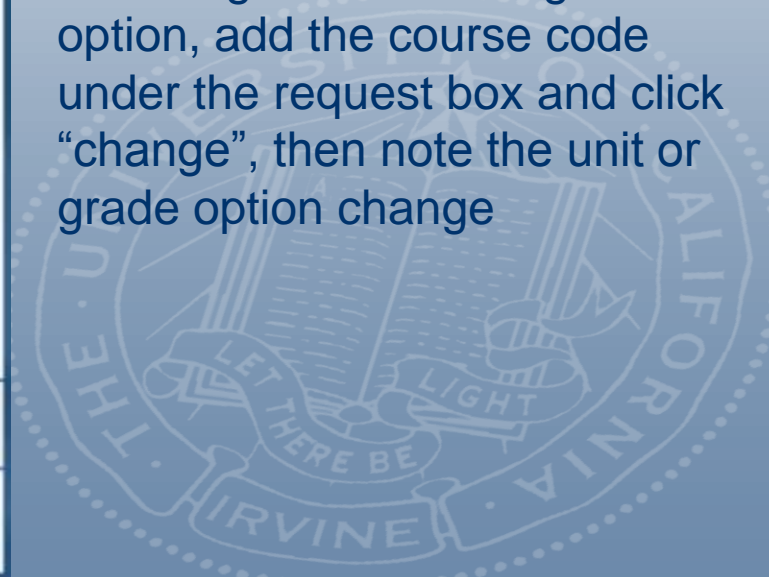
Below the table, a confirmation message reads: **You have SUCCESSFULLY DROPPED**. A second blue arrow points to the 'Drop' option in the table. Below the confirmation is a table showing the details of the dropped course:

Crse Code	Dept	Crse Num	Sec Typ	Sec Num	Units	Grd Opt	Days	Time	Bldg	Room
20204	ART HIS	40A	DIS	4	0.0	GR	M	12:00-12:50	HH	254

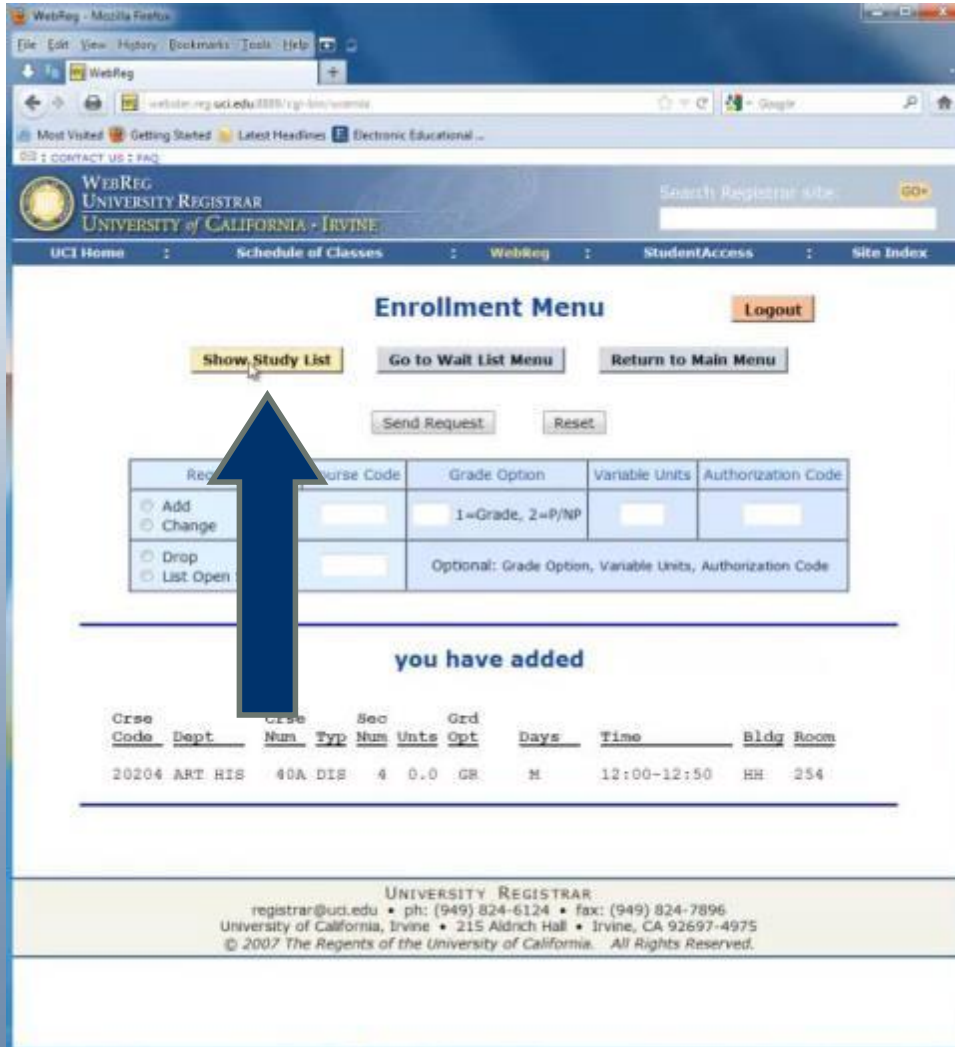
At the bottom of the page, contact information for the University Registrar is provided: registrar@uci.edu • ph: (949) 824-6124 • fax: (949) 824-7896. © 2007 The Regents of the University of California. All Rights Reserved.

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



WebReg - Mozilla Firefox

WebReg

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

**Enrollment Menu** [Logout](#)

[Show Study List](#) [Go to Wait List Menu](#) [Return to Main Menu](#)

[Send Request](#) [Reset](#)

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

---

**you have added**

Crse Code	Dept	Crse Num	Sec Typ	Sec Num	Grd Unts	Grd Opt	Days	Time	Bldg	Room
20204	ART HIS	40A	DIE	4	0.0	GR	M	12:00-12:50	HH	254

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Click “Show Study List” to view the classes in which you’re enrolled in

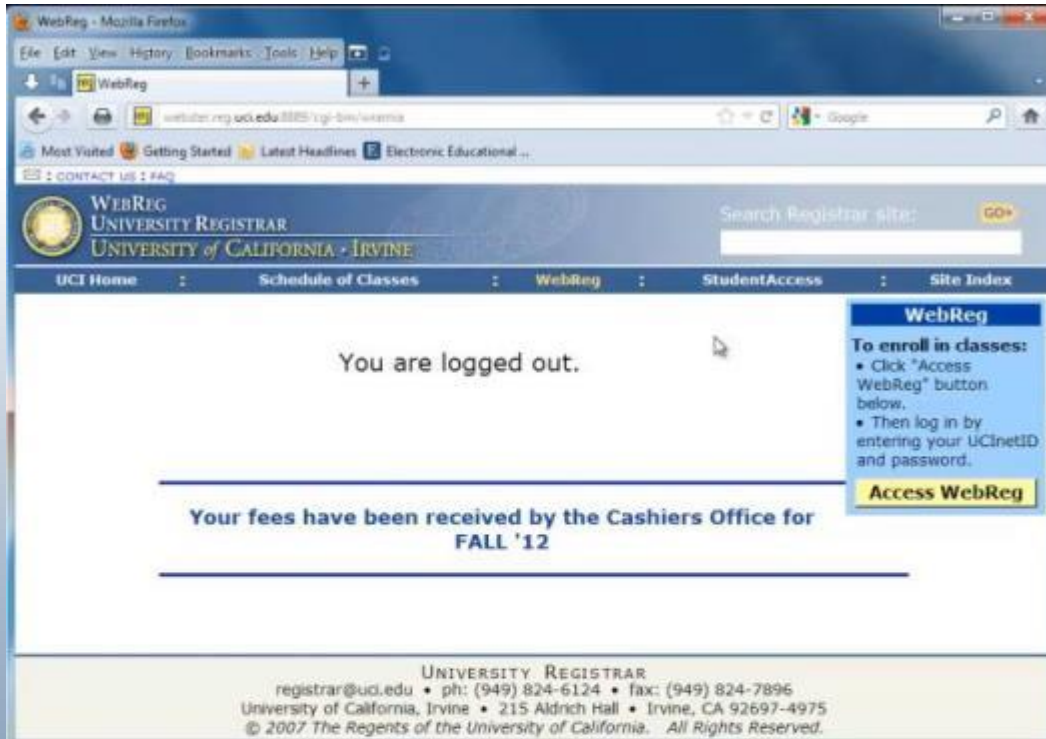
“you have added” = successful add

“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!



You can log onto WebReg or StudentAccess using your UCInetID and password at any time to confirm any changes, such as classroom or time, on your study list.

