



Enrolling in Classes- An Anteater's Guide

STEP 1: LOOK UP AVAILABLE CLASSES

- Go to the Office of the Registrar's homepage:
www.reg.uci.edu
- Select "Schedule of Classes". The Schedule of Classes will allow you to search for any offered classes, past or present, and will give you real-time information about the status of a class.
- Enter in your search criteria on the Schedule of Classes main menu:

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

Term:	2015 Fall Quarter	← Select appropriate quarter
Display Options:	<input checked="" type="checkbox"/> Show course comments <input checked="" type="checkbox"/> Show finals schedule	
* General Education (Breadth):	Do not filter for General Education (GE) categories	
* Department Name:	Include All Departments	
Course Number or Range:	H2A, 5, 10-20 (multiple entries ok)	
Course Level:	Any course division	
* Course Code or Range:	14200, 29000-29100	
* Instructor:	Smith	
Course Title Contains:	protein	
Course Type:	All Course Types	
Units:	3, 4, or VAR	
Days:	MWF, TuTh, W (courses will include all days specified)	
Starting Time After:		
Ending Time Before:		
Maximum Capacity:	>50, <20	
Courses Full Option:		
Web Font Size Percentage:	100 80, 100, 150	
Cancelled Courses:	Exclude cancelled courses	
Meeting Place:	Building code	Room

Display Web Results
Display Text Results
Reset Menu

*When you are searching for a class, always make sure you are looking at the correct quarter.

The most common way to search for a class is to select the department from the Department Name drop down menu, then type the course number into the Course Number or Range box.

For example, if you are trying to find times for Mathematics 2A, you would select "MATH Mathematics" from the Department Name drop-down menu and type "2A" into the Course Number or Range field.

D. Find the time and day that works for you by browsing the search results

Math 2A: CALCULUS (Prerequisites) ← Click here to view course prerequisites

Code	Typ	Sec	Unit	Instructor	Time	Place	Final	Max	Enr	WL	Req	Nor	Rate	Ead	Web	Status
44080	Lec	A	4	STAFF	MWF 8:00-8:50	EH 101	Sat, Dec 4, 2:00-4:00pm	120	1	0	64	89	A&N	Ead		OPEN
Enrollment in Math 2A Lecture A will be restricted until 12noon on September 18 to majors in the schools of Physical Sciences and of Engineering.																
44085	Dis	10	0	STAFF	Tu 10:00-10:50	MSTB 120		75	1	0	5	56	A&N	Ead		OPEN
44090	Dis	11	0	STAFF	Tu 3:00-3:50p	HICF 100M		45	0	0	2	33	A&N	Ead		OPEN
44095	Lec	B	4	STAFF	MWF 9:00-9:50	DBH 1600	Sat, Dec 4, 2:00-4:00pm	117	30	1	62	57	A	Ead		New Only
44100	Dis	20	0	STAFF	Th 8:00-8:50	DBH 1500		58	15	0	17	43	A	Ead		New Only
44105	Dis	21	0	STAFF	Th 10:00-10:50	ET 202		59	15	2	17	44	A	Ead		New Only
44110	Lec	C	4	STAFF	MWF 10:00-10:50	DBH 1600	Sat, Dec 4, 2:00-4:00pm	120	32	0	64	88	A	Ead		New Only
44115	Dis	30	0	STAFF	Th 9:00-9:50	RH 119		46	11	0	10	35	A	Ead		New Only
44120	Dis	31	0	STAFF	Th 5:00-5:50p	ICF 103		74	21	0	20	53	A	Ead		New Only
44125	Lec	D	4	STAFF	MWF 11:00-11:50	SSL 228	Sat, Dec 4, 2:00-4:00pm	102	27	5	78	75	A	Ead		New Only
44130	Dis	40	0	STAFF	Tu 11:00-11:50	MSTB 124		51	14	2	19	57	A	Ead		New Only
44135	Dis	41	0	STAFF	Tu 4:00-4:50p	ET 202		51	13	3	17	58	A	Ead		New Only
44140	Lec	E	4	STAFF	MWF 12:00-12:50p	HH 178	Sat, Dec 4, 2:00-4:00pm	104	26	4	53	78	A	Ead		New Only
44145	Dis	30	0	STAFF	Th 9:00-9:50	HICF 100M		45	12	1	11	35	A	Ead		New Only
44150	Dis	31	0	STAFF	Th 11:00-11:50	MSTB 124		59	14	3	16	45	A	Ead		New Only
44155	Lec	F	4	STAFF	MWF 1:00-1:50p	RH 101	Sat, Dec 4, 2:00-4:00pm	118	4	0	42	88	A&N	Ead		OPEN
Enrollment in Math 2A Lecture F will be restricted until 12noon on September 18 to majors in the schools of Physical Sciences and of Engineering.																
44160	Dis	60	0	STAFF	Th 8:00-8:50	SSTR 103		59	0	0	1	44	A&N	Ead		OPEN
44165	Dis	61	0	STAFF	Th 4:00-4:50p	SSTR 103		59	4	0	5	44	A&N	Ead		OPEN
44170	Lec	G	4	STAFF	MWF 2:00-2:50p	SSL 228	Sat, Dec 4, 2:00-4:00pm	104	26	0	49	70	A	Ead		New Only
44175	Dis	70	0	STAFF	Tu 8:00-8:50	MSTB 124		52	13	0	13	39	A	Ead		New Only
44180	Dis	71	0	STAFF	Tu 4:00-4:50p	MSTB 122		52	13	1	19	39	A	Ead		New Only
44185	Lec	H	4	STAFF	MWF 3:00-3:50p	HH 178	Sat, Dec 4, 2:00-4:00pm	113	0	0	34	89	A&N	Ead		OPEN
Enrollment in Math 2A Lecture H will be restricted until 12noon on September 18 to majors in the schools of Physical Sciences and of Engineering.																
44190	Dis	80	0	STAFF	Tu 10:00-10:50	ET 202		59	0	0	0	45	A&N	Ead		OPEN
44195	Dis	81	0	STAFF	Tu 12:00-12:50p	ET 202		59	0	0	1	44	A&N	Ead		OPEN

WHAT DO THE COLUMN HEADINGS MEAN?

- **Code:** The five-digit course code you will enter when enrolling on WebReg.
- **Typ:** The type of class, i.e. lecture or discussion. If a lecture has a required co-class, you must enroll in both.
- **Sec:** The section number. Sections vary in the time, location, & instructor. Identifies linked co-classes. For example, if Section B lecture is selected, you must enroll in one of the discussions listed directly under Section B.
- **Unit:** Number of units you receive when you pass the class. A value of zero units often means that the work you do in the discussion will be incorporated into the lecture grade.
- **Instructor:** Who will be teaching the class. "STAFF" means that the instructor information is not yet available.
- **Time:** Time commitment of the class. "MWF" means Monday, Wednesday AND Friday, not OR!
- **Place:** Location of the class. Click on the building's acronym for the full name, map & a picture.
- **Final:** Time of the final examination.
- **Max:** The maximum amount of students that can enroll in the class.
- **Enr:** The amount of students currently enrolled in the class.
- **WL:** The amount of students currently on the waitlist for the class.
- **Req:** The amount of students that have tried to add the class.
- **Nor:** The amount of spaces saved for new students.
- **Rstr:** Any restrictions on the class, i.e. a prerequisite. The restrictions legend can be found at the bottom of each search results page.
- **Ead:** Electronic Add/Drop. If "Ead" appears in this column, you may still add or drop the class using WebReg.
- **Web:** Website. Click on it to view the class website.
- **Status:** Whether the class is open, full, or has a waitlist.
- "New Only" means spaces are reserved for new incoming students.

STEP 2: ENROLL IN CLASSES

- A. Go to the Office of the Registrar's homepage (www.reg.uci.edu)
- B. Select "WebReg"
- C. Select "Access WebReg"

A FEW IMPORTANT WEBREG NOTES BEFORE YOU BEGIN:

1. WebReg is accessible from 6am to 4am daily, with occasional downtime for maintenance.
2. Security features = the system will automatically log you off if...
 - You exceed the maximum of 12 minutes active time.
 - You exceed the maximum of 3 minutes idle time.
 - You use the back button.
 - You minimize the window.If you are automatically logged off for any reason, you should always log back on to make sure all of your transactions have been saved.
3. Your UCInetID and password are required for login.

- D. Login using your UCInetID & password.
The following screen should appear:

FALL Quarter Menu

Logout

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.

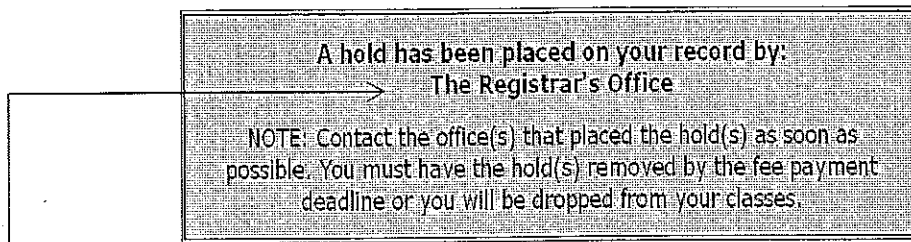
Study List

Display your class schedule.

- E. Check your Enrollment window during Week 7 of the quarter (not applicable during SPOP)

You have 48 hours to make your registration transactions after your enrollment window opens. After that initial 48 hours, you will still have access to WebReg from 7pm to 7am. You will have full access again once all enrollment windows have opened.

If you receive the following message, you have a hold on your record:



In order to remove the hold, you must contact the office noted in the hold message immediately. You will be unable to proceed with registration until the hold is removed.

F. Select "Enrollment Menu" to enroll in classes. The following screen should appear:

Enrollment Menu

Request	Course Code	Grade Option	Variable Units	Authorization Code
<input checked="" type="radio"/> Add <input type="radio"/> Change	68600	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 course, select "Add" and type in the five-digit course code you wish to add. The system will default you into the correct grade option, units, and bypass the authorization code for you, so you do not need to worry about these fields for now. When you are finished entering the course code, select "Send Request."

*Make sure to add all co-classes the system prompts you to add.

G. When you have finished entering in all of your classes, select "Show Study List" to review your transactions. Print this list for your records.

H. Log out of WebReg – a proper log-out generates a fee status message such as:

****Be sure to pay your fees by SEP 15, 2015 to avoid a \$50.00 late charge and classes being dropped.****

Congratulations, Anteater!



You've just enrolled in Classes.