Enrolling in Classes - An Anteater's Guide

STEP 1: LOOK UP AVAILABLE CLASSES

A. Go to the Office of the Registrar’s homepage:  
   www.reg.uci.edu

B. 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.

C. Enter in your search criteria on the Schedule of Classes main menu:

   ![schedule of classes form]

*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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Typ</th>
<th>Sec</th>
<th>Unit Instructor</th>
<th>Time</th>
<th>Place</th>
<th>Final</th>
<th>Max Enr</th>
<th>WL</th>
<th>Req</th>
<th>New</th>
<th>Rst</th>
<th>Ead</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>44485</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>75</td>
<td>0</td>
<td>5</td>
<td>56</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44496</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44497</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 00:00-00:50</td>
<td>LER 129</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44559</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 00:00-00:50</td>
<td>LER 129</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>50</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44606</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44607</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
</tbody>
</table>

**Enrollment in Math 2A Lecture A will be restricted until 11:00 on September 11 to majors in the schools of Physical Sciences and of Engineering.**

<table>
<thead>
<tr>
<th>Code</th>
<th>Typ</th>
<th>Sec</th>
<th>Unit Instructor</th>
<th>Time</th>
<th>Place</th>
<th>Final</th>
<th>Max Enr</th>
<th>WL</th>
<th>Req</th>
<th>New</th>
<th>Rst</th>
<th>Ead</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>44485</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>75</td>
<td>0</td>
<td>5</td>
<td>56</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44496</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44497</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 00:00-00:50</td>
<td>LER 129</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44559</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>50</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44606</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44607</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
</tbody>
</table>

**Enrollment in Math 2A Lecture B will be restricted until 11:00 on September 11 to majors in the schools of Physical Sciences and of Engineering.**

<table>
<thead>
<tr>
<th>Code</th>
<th>Typ</th>
<th>Sec</th>
<th>Unit Instructor</th>
<th>Time</th>
<th>Place</th>
<th>Final</th>
<th>Max Enr</th>
<th>WL</th>
<th>Req</th>
<th>New</th>
<th>Rst</th>
<th>Ead</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>44485</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>75</td>
<td>0</td>
<td>5</td>
<td>56</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44496</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44497</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 00:00-00:50</td>
<td>LER 129</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44559</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>50</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44606</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>44607</td>
<td>4</td>
<td>AF</td>
<td>STAFF</td>
<td>Tu 10:00-10:50</td>
<td>LER 129</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>A,N,E</td>
<td>OPEN</td>
<td></td>
</tr>
</tbody>
</table>

**Enrollment in Math 2A Lecture C will be restricted until 11:00 on September 11 to majors in the schools of Physical Sciences and of Engineering.**

### 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. "MWFE" 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.

- **Rst:** 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**

   - **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:

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.

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**

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.