

COURSE REGISTRATION GUIDE

Overview

Before enrolling in your classes on WebReg, you must select which sections/times you plan to enroll in for each course. Each section has a different course code. *Make note of the course codes you want!* This is what you will need for WebReg. How do you find a course code? You can use the UCI Schedule of Classes to see when different sections are being offered. You can also find course codes on scheduling tools such as AntAlmanac.

How to Use “Schedule of Classes”

1. Go to www.reg.uci.edu/perl/WebSoc or search “UCI Schedule of Classes”

2. Make sure the “Term” at the top says the correct term.

a. Example: “Fall 2023” to search for Fall classes

3. Select “Department Name” for the class you are looking for

a. Examples:

i. **ENGRMAE** is the department for ENGRMAE 10

ii. **MATH** is the department for MATH 2A

b. ****TIP**** For engineering departments, academic advisors may omit the **ENGR**

i. Example: ENGRMAE = MAE or ENGRCEE = CEE

4. To view one course...input the class number next to “Course Number or Range”

a. Examples:

i. **10** is the class number for MAE 10

ii. **2A** is the class number for MATH 2A

b. This is NOT “Course **Code** or Range”

Display Web Results		Display Text Results	Reset Menu
Term:	2023 Fall 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		

How to Use "Schedule of Classes" (continued)

EngrMAE 10 **INTRO ENGR COMP** (Prerequisites)

REQUIRED: Laptop running MATLAB R2023a or newer. Consult the Canvas course website for details.
Continuing students can enroll starting September 1, 2023.

Code	Type	Sec	Units	Instructor	Time	Place	Final	Max	Enr	WL	Req	Nor	Rstr	Textbooks	Web	Status
17900	Lec	A	4	BUSWELL, N. STAFF STAFF	TuTh 3:30- 4:50p	ALP 2300	Tue, Dec 12, 4:00-6:00pm	200	1	n/a	40	200	A and N	Bookstore		New Only
17901	Dis	A1	0	STAFF STAFF BUSWELL, N.	Tu 1:00- 1:50p	PCB 1300		50	0	n/a	4	50		Bookstore		New Only
17902	Dis	A2	0	STAFF STAFF BUSWELL, N.	Tu 2:00- 2:50p	PCB 1300		50	0	n/a	0	50		Bookstore		New Only
17903	Dis	A3	0	STAFF STAFF BUSWELL, N.	W 3:00- 3:50p	ELH 110		50	0	n/a	2	50		Bookstore		New Only
17904	Dis	A4	0	STAFF STAFF BUSWELL, N.	Th 11:00-11:50	PCB 1300		50	1	n/a	1	50		Bookstore		New Only
17905	Dis	A5	0	STAFF STAFF BUSWELL, N.	Th 12:00-12:50p	PCB 1300		0	0	n/a	0	0		Bookstore		FULL

"New Only" means seats have been saved for incoming freshman and transfer students, you can enroll in these.

FULL means there are no seats and you must select a different time. **OPEN** means there are seats available.

These are course codes.
****Write down the sections you want to enroll in.****

If courses have discussions, labs, or tutorials, you must enroll in one of each.

Lec = Lecture
Dis = Discussion
Lab = Laboratory
Tut = Tutorial

Example:

For MAE 10 you would enroll in the lecture and one discussion section. So, for example, you could make note of the following course codes...

17900
17901

Some courses have restrictions. The restrictions may get lifted but often not until the end of the enrollment period. At the bottom of Schedule of Classes it tells you what the codes mean.

Restriction Codes from the 'Rstr' column above:
A: Prerequisite required
C: Fee required
D: Pass/not pass option only
K: Graduate only
L: Major only
N: School major only
S: Satisfactory/unsatisfactory only

How to Use WebReg

1. Go to www.reg.uci.edu/registrar/soc/webreg.html or search "UCI WebReg"
2. Click "Access WebReg"
3. Login with UCI netID and password
 - a. Your UCI netID is the first part of your email, without the @uci.edu
4. Click on "Enrollment Menu"

The screenshot shows a web form for submitting enrollment requests. At the top are two buttons: "Send Request" and "Reset". Below them is a table with five columns: Request, Course Code, Grade Option, Variable Units, and Authorization Code. The "Request" column contains radio buttons for "Add", "Change", "Drop", and "List Open Sections", each with a red warning message "Add/Drop Deadline has passed". The "Course Code" column has a text input field. The "Grade Option" column has a radio button and the text "1=Grade, 2=P/NP". The "Variable Units" column has a text input field. The "Authorization Code" column has a text input field. Below the "Drop" option, there is a note: "Optional: Grade Option, Variable Units, Authorization Code".

Request	Course Code	Grade Option	Variable Units	Authorization Code
<input type="radio"/> Add <i>Add/Drop Deadline has passed</i>	<input type="text"/>	<input type="radio"/> 1=Grade, 2=P/NP	<input type="text"/>	<input type="text"/>
<input type="radio"/> Change <i>Add/Drop Deadline has passed</i>	<input type="text"/>			
<input type="radio"/> Drop <i>Add/Drop Deadline has passed</i>	<input type="text"/>			
<input type="radio"/> List Open Sections				

Optional: Grade Option, Variable Units, Authorization Code

Callout boxes with arrows pointing to the form:

- Select "add" or "drop".
- Input the course code you wrote down earlier.
- Grade option will default to "Grade", or you can input "1"
- Select "Send Request"

- You must take all classes required for your major for a Grade, NOT P/NP
- If you have a time conflict, etc., WebReg will let you know.
- Before you finish...logout, log back in, select "Study List", and make sure all of your courses are still there