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
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.
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
You can view course descriptions in the course catalogue: [http://www.catalogue.uci.edu/](http://www.catalogue.uci.edu/)

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

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
• 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.

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

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.
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

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!

You are logged out.

Your fees have been received by the Cashiers Office for FALL ’12

To enroll in classes:
- Click "Access WebReg" button below.
- Then log in by entering your UCI netID and password.

Access WebReg

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