



IUPP
End of the Quarter Reminders
&
Preparations for the **SPRING 2016**
Quarter

Leaving the U.S. during the break

- **If you are going home or going to any other countries, like Canada or Mexico, you must obtain an Immigration Advisor's signature on your I-20 by visiting your IUPP Counselor first! Otherwise, you will be stopped by the U.S. Customs & Immigration and will not be able to return to IUPP.**
- **If you are renewing your F-1 visa in your home country, you must bring an official IUPP transcript BEFORE you leave. You can go to the cashier's window to order a copy of the official IUPP transcript. Please make sure that you have enough time to get a new valid visa and return to UCI before the start of your next quarter's classes.**
- **Always check your I-20 expiration date to ensure that your I-20 is NEVER EXPIRED when you study in IUPP.**

Preparation for UCI Course Registration

**How to read UCI course schedule on UCI Websoc:
Please Watch the Video in Step #2 on the IUPP blog!!**

Anthro 2A INTR SOCIOCULT ANTH ---- SAMPLE UCI COURSE SCHEDULE														
Code	Typ	Sec	Unt	Instructor	Time	Place	Final	Max	Enr	WL Req	Rstr	Ead	Web	Status
60000	Lec	A	4	BERN AL,V.	TuTh 2:00- 3:20p	PSLH 100	Thu, Dec 10, 1:30- 3:30pm	426	419	0	609	Ead		OPEN
60001	Dis	I	0	STAFF BERN AL,V.	M 12:00- 12:50p	SSL 105		28	28	0	43	Ead		Waitl

"Lec" - this means "class lecture". For this class, you must attend the class lecture every Tuesday and Thursday from 2:00pm through 3:20pm at PSLH 100.

"Dis" - this means "discussion group". For this class, you need to attend the class lecture AND choose one discussion group session and attend the discussion session.

"Status" – Do not worry about it! It is only for computer registration. It's not for you!

Preparation for UCI Course Registration

Steps on how to view 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)

Terms	2013 Fall Quarter	Select appropriate quarter
Display Options:	<input checked="" type="checkbox"/> Show course comments	<input checked="" type="checkbox"/> Show finals schedule
* General Education (Broadth):	Do not filter for General Education (GE) categories	
* Department Name:	Include All Departments	
Course Number or Range:	MATH, 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 Types:	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:	>0, <20	
Course Full Option:		
Web Font Size Percentage:	100, 80, 100, 150	
Cancelled Courses:	Exclude cancelled courses	

A larger version of this handout is available on IUPP blog.

*When you are researching 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.

Preparation for UCI Course Registration

Steps on how to view classes – An Anteater’s Guide

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	Type	Sec	Units	Instructor	Time	Place	Final	Max	Enr	Wl	Req	Not	Est	Web	Status
44026	Lec	A	4	STAFF	MWF 8:00-8:50	PH 101	Sat, Dec 4, 2:00-4:00pm	120	1	0	84	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.															
44013	Ds	10	0	STAFF	Tu 10:00-10:50	MATH 124		75	2	0	5	16	A&N	Ead	OPEN
44099	Ds	11	0	STAFF	Tu 3:00-3:50p	MATH 100A		45	0	0	2	35	A&N	Ead	OPEN
44091	Lec	B	4	STAFF	MWF 9:00-9:50	PH 100	Sat, Dec 4, 2:00-4:00pm	117	30	1	82	81	A	Ead	NewOnly
44100	Ds	20	0	STAFF	Th 8:00-8:50	PH 100		58	15	0	17	43	A	Ead	NewOnly
44105	Ds	21	0	STAFF	Tu 10:00-10:50	PH 101		59	15	2	17	44	A	Ead	NewOnly
44110	Lec	C	1	STAFF	MWF 10:00-10:50	PH 100	Sat, Dec 4, 2:00-4:00pm	120	32	0	64	88	A	Ead	NewOnly
44115	Ds	30	0	STAFF	Th 9:00-9:50	PH 111		46	11	0	16	31	A	Ead	NewOnly
44120	Ds	31	0	STAFF	Th 5:00-5:50p	PH 101		34	21	0	26	53	A	Ead	NewOnly
44125	Lec	D	4	STAFF	MWF 11:00-11:50	PH 124	Sat, Dec 4, 2:00-4:00pm	102	27	5	78	71	A	Ead	NewOnly
44130	Lec	40	0	STAFF	Tu 1:00-1:50	MATH 124		51	14	2	16	37	A	Ead	NewOnly
44135	Ds	41	0	STAFF	Tu 4:00-4:50p	PH 100		51	13	3	17	38	A	Ead	NewOnly
44140	Lec	E	4	STAFF	MWF 2:00-2:50p	PH 119	Sat, Dec 4, 2:00-4:00pm	104	26	4	53	78	A	Ead	NewOnly
44145	Ds	50	0	STAFF	Th 9:00-9:50	PH 100A		45	12	1	11	33	A	Ead	NewOnly
44150	Ds	51	0	STAFF	Th 11:00-11:50	MATH 124		59	14	3	16	43	A	Ead	NewOnly
44155	Lec	F	4	STAFF	MWF 1:00-1:50p	PH 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	Ds	60	0	STAFF	Th 8:00-8:50	MATH 103		59	0	0	1	44	A&N	Ead	OPEN
44165	Ds	61	0	STAFF	Th 4:00-4:50p	MATH 103		59	4	0	3	44	A&N	Ead	OPEN
44170	Lec	G	4	STAFF	MWF 2:00-2:50p	PH 124	Sat, Dec 4, 2:00-4:00pm	104	26	0	48	78	A	Ead	NewOnly
44175	Ds	70	0	STAFF	Th 8:00-8:50	MATH 124		52	13	0	13	39	A	Ead	NewOnly
44180	Ds	71	0	STAFF	Th 4:00-4:50p	MATH 103		52	11	1	19	39	A	Ead	NewOnly
44185	Lec	H	4	STAFF	MWF 3:00-3:50p	PH 111	Sat, Dec 4, 2:00-4:00pm	111	0	0	14	19	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	Ds	80	0	STAFF	Tu 10:00-10:50	PH 100		59	0	0	0	43	A&N	Ead	OPEN
44195	Ds	81	0	STAFF	Tu 12:00-12:50p	PH 100		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.
- **Type**: 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.
- **Units**: 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.
- **Not**: The amount of spaces saved for new students.
- **Rstz**: 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.

A larger version of this handout is available on IUPP blog.

Preparation for UCI Course Registration

How to complete ACCESS UCI Enrollment Form

You must complete this form for every UCI class you take.

ALL HIGHLIGHTED SECTIONS MUST BE COMPLETED. PLEASE REMEMBER TO CHECK IF YOU NEED AN INSTRUCTOR OR DEPARTMENT APPROVAL. DO NOT USE THIS FORM - THIS IS ONLY A SAMPLE!!

ACCESS UCI ENROLLMENT FORM
(UCI matriculants **COMPLETE YOUR INFORMATION HERE** is on space available basis)

1. Complete the following personal information: PLEASE CHECK IF YOUR ADDRESS CHANGED

Previous UCI Irvine Student? Yes No UC Irvine ID# _____ Major _____

Applicant: First _____ Middle _____ Last _____

Birthdate: _____ Male _____ Female _____ *SSN: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: (_____) _____ Email: _____

*By Regental authority we request your social security number in order to verify your identity for accurate record keeping.

2. Complete the following lecture information: **WRITE LECTURE INFORMATION HERE** in the UC Irvine Schedule of Classes at www.reg.uci.edu
Please see **WRITE LECTURE INFORMATION HERE** for grades will be given unless P/NP grade option request is received by the UC Irvine Extension Records Office by the 2nd week of the quarter.

Course Code: _____ Academic Department: _____ Course Number: _____

Section Number: _____ Number of Units: _____ Grade Option: _____ Title of Course: _____

Time: _____ Day: _____ Building & Room: _____ Instructor: _____

Related Zero Unit Course: **WRITE DISCUSSION SECTION INFORMATION HERE**

Course Code: _____ Academic Department: _____ Course Number: _____

Section Number: _____ Time: _____ Day: _____ Instructor: _____

3. Obtain instructor's signature: **CHECK RECOMMENDATION LIST THEN SEE IF YOU NEED TO ASK FOR INSTRUCTOR OR DEPARTMENTAL APPROVAL**

INSTRUCTOR'S APPROVAL
(Not needed for Undergrad Biological Sciences and Astronomy)

Sign: _____ Date: _____ Sign: _____ Date: _____

Print: _____ Print: _____

4. The following departments and/or schools require additional signatures before enrollment can be processed.

School of the Arts Director of Student Affairs: Mesa Arts Building, Room 101. School of Biological Sciences Prior approval must be obtained from the Bio Sci Office in Bio Sci Bldg 3, Room 1011, for all courses. Prerequisites for each course are strictly enforced. If a prerequisite has been met at an institution other than UCI, provide a copy of the appropriate transcript to Bio Sci (two courses per quarter only). For full instructions please see: http://students.bio.uci.edu . Grad courses also require instructor signature.	Department of Economics Prior approval must be obtained from the Department Manager, Nancy Ford in Soc Sci Plaza B Room 3223 for all courses. Instructor's signature is not required. Absolutely no drops after week 2. Department of Earth System Science Obtain approval from Student Services Coordinator, Croul Hall Room 3200B. Department of Education Director of Credential Programs of Academic Counselor, Berkeley Place Room 2000.	Paul Merage School of Business Courses not available. Department of Mathematics Departmental approval is required. Please see the Undergraduate Program Coordinator to sign up for the Access waitlist in Rowland Hall Suite 340. Instructor's signature is not required. School of Law Courses not available. Department of Physics Department stamp required for lower division courses (1-99) from Frederick Reines Hall, Room 4109.
Department of Chemistry Prior approval must be obtained from the Undergraduate Program Coordinator. Natural Sciences 2, Room 1101. Instructor's signature is not required. Pre-requisites are enforced. Transcripts required for verification. Department of Comparative Literature Graduate Level Courses must be approved by Graduate Director, Humanities Instructional Bldg Room 243.	Department of European Languages & Studies Prior approval must be obtained from Dept Chair or Office Manager in Humanities Bldg Room 243 for European Studies, French, German, Italian, and Russian courses. Information & Computer Sciences All courses must have prior approval obtained from ICS Student Affairs Office, ICS 1, Suite 352. Instructor's signature is not required.	Department of University Studies or Undecided/Undeclared UC Irvine Students Dean, Aldrich Hall, Room 256. School of Social Sciences Graduate level courses must be approved by Director of Graduate Affairs, 5414 Social & Behavioral Sciences Gateway.

****Note Other departmental or school or instructor deadlines may apply.**

5. I have read and understand the policies and procedures for enrolling in Access UCI courses. I understand the deadlines for enrollment, refund, and withdrawal.

Signature: _____ Date: _____

SIGN & DATE HERE

FOR UP USE ONLY:
UP ADVISOR: _____

The original form and a sample of the form are available on the IUPP blog.

Preparation for UCI Course Registration – IMPORTANT!!!

1. **First day of UCI** classes is **Monday, March 28th** – You must return to campus before this date.
2. You should receive an e-mail from “**iupp-academics@uci.edu**” and complete your **ONLINE** course selection form according to the deadline on the form.
3. Be familiar with the **UCI course schedule website:**
<http://websoc.reg.uci.edu>
4. Know how to complete the **ACCESS UCI Enrollment Form:**
Please see the sample on the IUPP blog in Step #4.
5. **Check the list of our recommended UCI classes** on the IUPP blog: <http://iuppblog.weebly.com>. If you want to take any UCI class that is not on the list or from your counselor’s email, please contact your counselor **FIRST!**