New Transfer: How to Enroll in Classes

Hello, and welcome to the How to Enroll in Classes webinar for Revelle College. Today we have two academic counselors who will explain to you the procedures for enrolling in courses so you are prepared for your enrollment appointment time. So first off, my name is Andrew – my name is Cyrus – and we are looking forward to your arrival on campus in the Fall. This webinar will be open for one hour, we will go over important enrollment information during the first half, we will then answer questions during the second half. Please submit your questions whenever you want as we'll be screening them throughout the whole webinar to answer at the end.
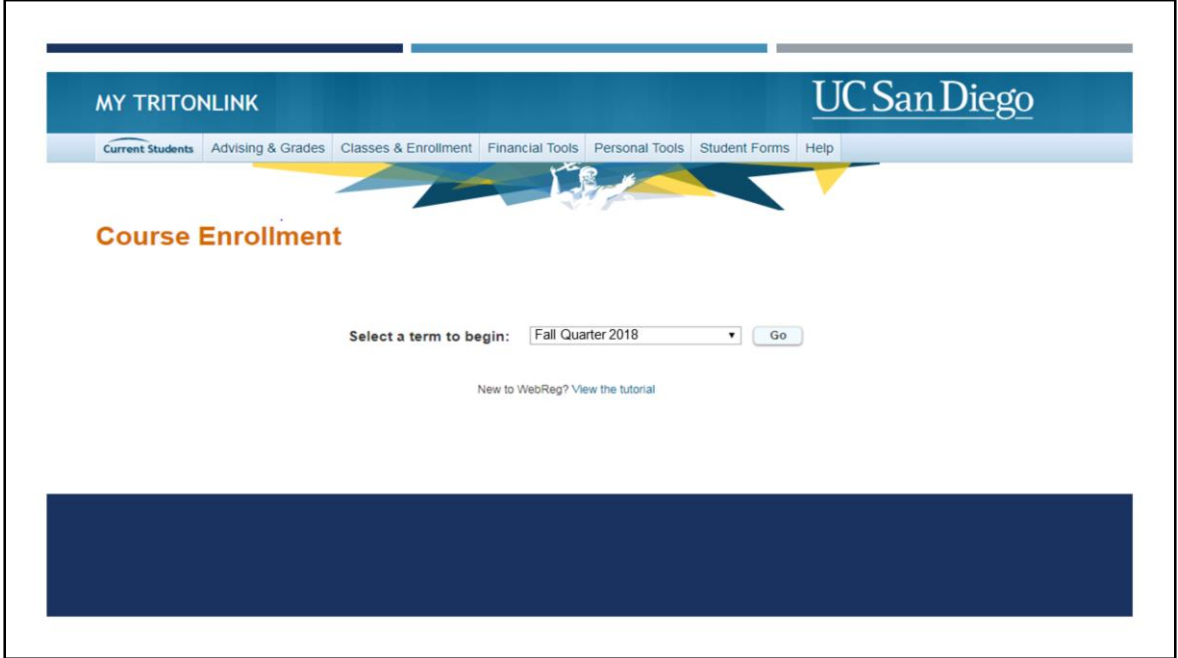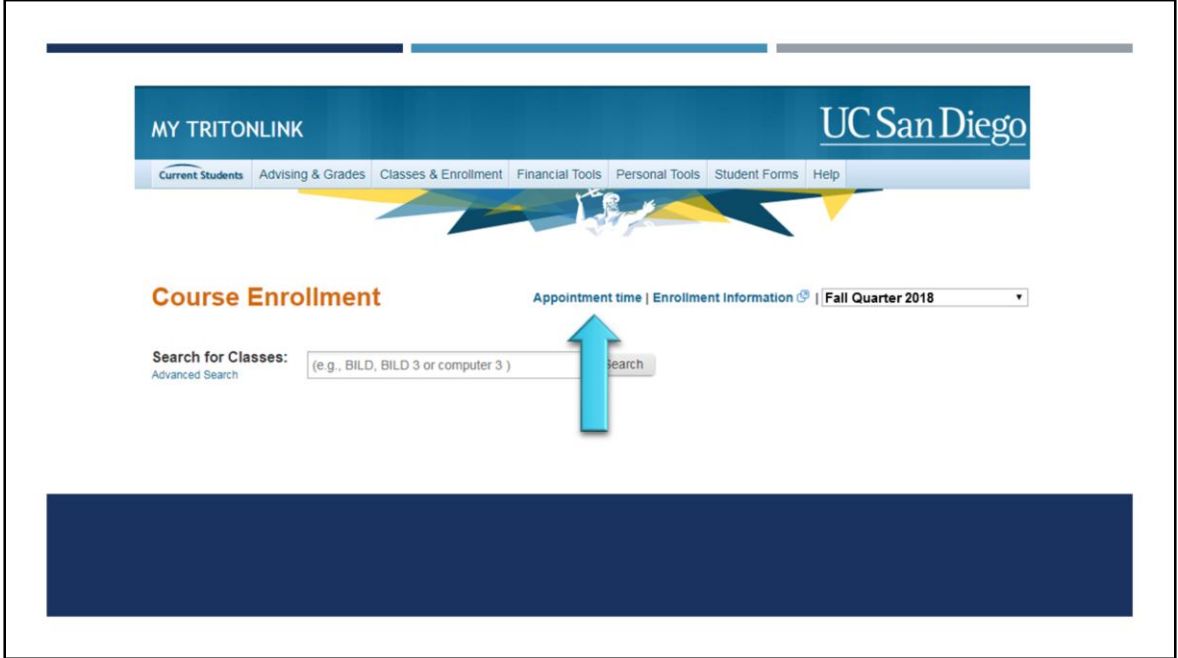
APPOINTMENT TIMES

TRITONLINK.UCSD.EDU

Your appointment time is the specific time window that you will have to enroll in courses. By now, you all should have seen your appointment time on WebReg through TritonLink. If you have not, please go to tritonlink.ucsd.edu, sign into MyTritonLink, and go to the "Classes & Enrollment" tab to access WebReg.

Once you have clicked on WebReg, you will select Fall Quarter 2018 and press go.

You should be able to see an Appointment Time link in the top of your screen. Once you click your appointment time, you will be able to see when your appointment time starts. It is imperative to enroll in your courses as soon as your enrollment time starts to ensure greater course selection. Enrollment times are based on Pacific Standard Time, so prepare appropriately. We recommend placing reminders on your phone/computer/tablet to make sure that you are not late accessing your enrollment time once it begins.
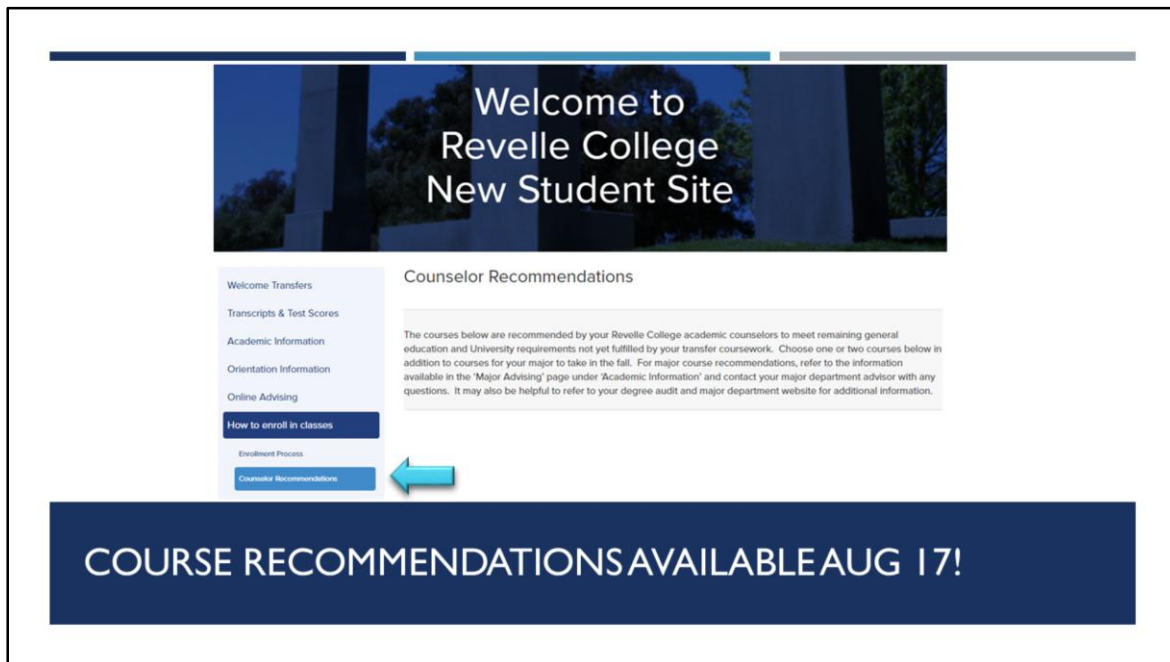
Your college course recommendations will be available on August 17th! To find your course recommendations, you will go to newstudent.ucsd.edu, login, and go to the bottom tab called "How to Enroll in classes." Revelle Academic Advising has provided these course recommendations based on your self-reported information from your Academic Background and official academic information from your transcripts and test scores. Your course recommendations from Revelle Academic Advising will be for remaining general education and university requirements not yet fulfilled by your transfer coursework. Choose one or two courses from Revelle Academic Advising in addition to courses for your major to take in the fall, we strongly encourage you to enroll in only 12-16 units for your first quarter. For major course recommendations, refer to the information available in the "Major Advising" page under "Academic Information" and contact your major department advisor with any questions.

SCHEDULE PLANNING

By now, we hope you have seen the WebReg Tutorial that explains procedures for course enrollment. You can access WebReg through TritonLink. We encourage you to plan a schedule ahead of time, before your appointment time begins. You can use the "My Schedule" tool in WebReg to make your proposed course schedule. You can "plan" a course to go onto your proposed course schedule. Please note, however: pressing "plan" does not mean that you have enrolled in that course.

When it is your assigned enrollment time, you will want to click "Enroll" to ensure that you are registered for the course.

After clicking enroll, you will need to click "Confirm" on the bottom right. You will then be enrolled in the course.

SCHEDULE PLANNING

Once you have properly enrolled in your courses, you are able to see your weekly schedule. It is very important to look at your weekly schedule to make sure that it works for you. Many lower-division courses have different lectures or sections, so feel free to switch to another open lecture/section if it works better for your weekly schedule. You can also switch to your Finals Week schedule on the top; please review this schedule carefully, and make sure you don't have any conflicting finals.

Before we discuss waitlisting courses, we want to encourage you to always pick an open course before deciding to waitlist. The waitlist means that the course is full, so if you "waitlist", you are waiting to see if a student will drop that course to allow another open spot. You want to make sure you are fully enrolled in 12 units, as this is the minimum for full-time student standing. The waitlist does not guarantee you a spot in the course. Once you press the "waitlist" button, you can check your schedule to make sure that you put yourself on the waitlist. You should also be able to see the number you are on the waitlist. If you get into the course, you will receive an email notifying that you have been enrolled.

Please note, the waitlist will close on Thursday of Week 2 of the quarter. So, if you are still on the waitlist at that time, you will not get into that course.

Subject Course	Title	Section Code	Type	Instructor	Grade Option	Units	Days	Time	BLDG	Room	Status / (Position)	Action	
BICD 100	Genetics	A00	LE	Day, Christopher D	L	4.00	TuTh	6:30p-7:50p	YORK	2722	Enrolled	Drop	Change
		A05	DI				W	5:00p-5:50p	WLH	2113			
	Final Exam		FI				Tu 12/12/2017	7:00p-9:59p	TBA	TBA			
BIPN 100	Human Physiology I	A00	LE	Bloodgood, Brenda Laurie	L	4.00	TuTh	2:00p-3:20p	GH	242	Enrolled	Drop	Change
		A09	DI				W	9:00p-9:50p	CENTR	207			
	Final Exam		FI				Th 12/14/2017	3:00p-5:59p	TBA	TBA			
PSYC 168	Psychological Disorders/Child	A00	LE	Staff	L	4.00	TuTh	5:00p-6:20p	CENTR	101	Enrolled	Drop	Change
	Final Exam		FI				F 12/15/2017	7:00p-9:59p	TBA	TBA			
TDTR 10	Introduction to Dance	A00	LE	Wilson, Terry A.	L	4.00	TuTh	12:30p-1:50p	YORK	4080A	Enrolled		Change
	Final Exam		FI				F 12/15/2017	11:30a-2:29p	TBA	TBA			
LISP 1A	Spanish Conversation	A00	TU	Munoz Sanchez, Alicia	L	2.50	MWF	8:00a-8:50a	HSS	2333A	Waitlist (2)	Drop	Change

DROPPING

To drop a course, you can use the "drop" button on your course schedule list. Before you "drop" a course, please make sure that you are dropping the correct course. You can also drop yourself from the waitlist. Just to re-emphasize one more time, you must be enrolled at least 12 units for full-time student standing. Therefore, you want to be extremely careful when dropping a course. The deadline to drop a course without a W grade is Friday of Week 4. Please keep in mind that lab classes have a different drop deadline without a W grade, which is usually after the 2nd scheduled meeting of the course. The deadline to drop a course with a W grade is Friday of Week 6. We encourage you to speak with your Academic Counselor for questions about dropping courses.

ALWAYS EMAIL CONFIRMATION
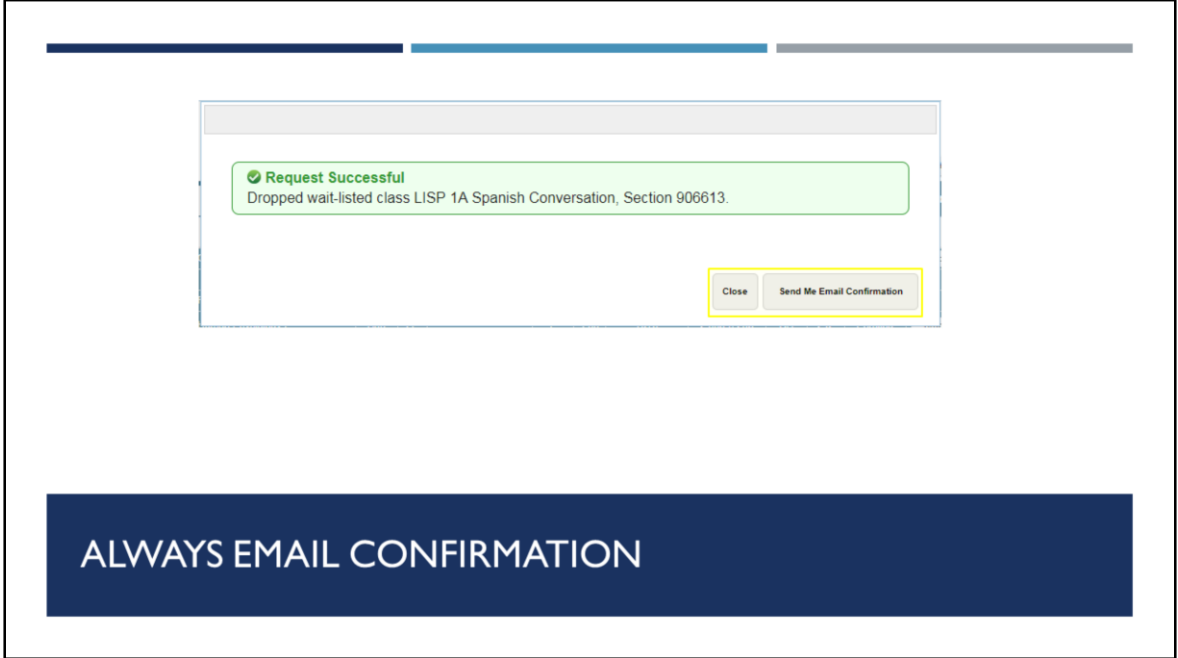
Whenever you make a change on WebReg (add, drop, waitlist, change grading option), please click the "Send Me Email Confirmation" button. You want to keep records of your transactions, just in case you need proof of the transaction in the future. If for some reason you are unable to get a confirmation email, it is also a good idea to screenshot your webpage once you have seen that the change is successful.

SCHEDULE CONFLICTS

You may see a schedule conflict message appear on your screen when you enroll in two courses that are at the same time. We encourage you to avoid this situation, so try to pick courses that do not have schedule conflicts. This also includes schedule conflicts for finals week, so review that information as well.

GRADING OPTIONS: LETTER VS. PASS/NO PASS

When you enroll in a course, you will choose a grading option. A letter grade is required for most Revelle GE and Major requirements, and that letter grade will factor into your UC GPA. The Pass/No Pass grading option does not factor into your UC GPA. Please note, you will need to receive the equivalent of a C- grade to receive a passing grade in a course that you're taking for Pass/No Pass.

Before you try to change your grading option, please make sure you review your requirements to see what grading option is required. Your default should always be to enroll in courses for a letter grade, unless told by your major or college advisors that you may take a certain requirement for pass/not pass. For example, your Revelle Mathematics requirement must be taken for a letter grade, so do not change your grading option to pass/not pass. However, your Revelle Fine Arts requirement may be taken for pass/not pass. You can see this information on your college or major websites.

To change your grading option for your enrolled course, you click on the change button as seen here. Then, you will have a screen that asks you to confirm the grading option you are switching. Of course, you should always be sure to press the "Send Me Email Confirmation" button, as mentioned earlier. You can see the grading option you enrolled in under "Grading Option" from your course list. The deadline to change your grading option is Friday of Week 4.

LECTURE VS. DISCUSSION

Under the "Type" column on your enrolled courses list, you can see the lectures and discussions. Lectures are taught by professors and are usually in larger lecture hall rooms. Discussions are primarily taught by graduate students and are usually in small classroms. Discussions are always based off the schedule of the Lecture, they are smaller sections to go over problems, questions, quizzes, and more. Please note, not all Lectures will have Discussions. Most large lower-division courses will have Lectures and Discussions, and you are often required to go to both, so keep that in mind as you're planning your course schedule. Not all upper-division courses will have a Discussion with a Lecture, as upper-division courses are usually smaller and are designed for junior and senior-standing students. Lower-division courses are numbered 1-99, while upper-division courses are numbed 100-199.

REVELLE GENERAL EDUCATION REQUIREMENTS & TWO YEAR PLANS

REVELLE.UCSD.EDU

&

PLANS.UCSD.EDU

To complete a degree at UC San Diego, you must fulfill 3 types of requirements – general education (aka GE), university, and major. We encourage you to check out revelle.ucsd.edu and go to the "Academic Information" tab, which includes details on our GE requirements and University requirements and how to meet them. Your Revelle Academic Counselors are here to assist you with progress towards your GE requirements and University requirements. Please contact your departments advisors for questions about major requirements.

We also encourage you to check out sample Two Year Plans online. Please note, only some major departments have Two Year Plans available. If your major department does not have a Two Year Plan, please use the Four Year Plan as a general guideline and adjust as need be with your transfer coursework. Plans can be accessed at plans.ucsd.edu, select your college, entering year, and chosen major to view your plan. Plans include all GE, university, and major requirements. They will include elective units if necessary to meet units requirements for graduation. These plans to do not take AP/IB transfer credit into account. These plans are just a guide, it's ok to deviate from the plan, just check in with your major or college advisors as need be. You can make an individualized Four Year Plan with an academic counselor starting in the Fall quarter.

SAMPLE DEGREE AUDIT

Your Degree Audit is a helpful tool that you can use to track your progress towards graduation. The degree audit is split into three columns – Major requirements, General Education requirements, and University requirements. Red means the requirements has not yet been met. Blue means you have satisfied the requirement. Degree Audits are not real-time, check the date at the top to see when it was last updated. If it hasn't been updated for a while, advisors can refresh your degree audit upon request. Your degree audit will be most accurate once your transfer credit has been posted and you have enrolled in your Fall quarter courses. The degree audit system will be updated and have a new look in the future. We will contact you when this change happens.

SAMPLE DEGREE AUDIT - IGETC

If you are IGETC-certified and your IGETC has been processed by UCSD Admissions, your Degree Audit will look more like this. Note the Degree Audit only shows the Math and Natural Science Revelle GE requirements in the middle column. If you believe you completed IGETC, review your Degree Audit to verify. If you completed a Partial IGETC, any missing requirements will be noted below the Natural Science GE section.

Online advising! We advise students online through the new student site, not email. Please go to newstudent.ucsd.edu and ask questions using the "Online Advising" feature on the left-hand side. For questions about your major requirements, you can submit your questions to your department advisor. For questions about your college general education requirements or university requirements, you can submit your question to Revelle Advising. You can submit your enrollment or scheduling questions at any time of the day, and you should receive a response from a Revelle Academic Counselor or department advisor within 48 hours.

IMPORTANT DATES

- August 17: Course recommendations are available!

- August 27-September 2: FALL '18 TRAN Enrollment

- September 6: Online advising on New Student Site ends (utilize Virtual Advising Center instead at vac.ucsd.edu)

- September 21: Registration Fees Due

- September 23-26: Welcome Week

- September 27: Fall Courses Begin!

Here are some important dates to keep in mind. Course recommendations from your college academic counselors will be available on August 17! New student enrollment will happen during August 27-September 2, depending on your appointment time. September 6 is when online academic advising on the new student site will end, you will then be able to use the Virtual Advising Center (known as the VAC) to ask online questions during the rest of your time at UCSD. September 21 is the deadline to pay registration fees, contact Student Business Services if you have questions about billing. September 23-26 is welcome week! Welcome week will have plenty of events to welcome you to UCSD, so take advantage of your first couple of days at UCSD once you're on campus! September 27 is when fall courses begin, so be prepared to start your academic journey at UCSD.

Remember, Revelle is always here to help, so you can ask questions during the school year and we will point you in the right direction. This concludes the presentation part of the webinar. If you would like to review the information we provided, you will be able to view a video of this presentation online, as well as a written version. Thank you for your participation. Now, we will answer the questions that you submitted to us.